

Executive Officer – ITREB Canada Role Description

Position Title: Executive Officer
Department: Management
Reports to: Chairman and Honorary Secretary, ITREB Canada
Location: The position will be based at either The Ismaili Centre Burnaby or The Ismaili Centre Toronto

Summary

The Executive Officer is the most senior staff position at the Ismaili Tariqah and Religious Education Board (ITREB) Canada. Under the supervision of the Board, the Executive Officer plays a leadership role in assisting the Institution to fulfill its Constitutional mandate to provide religious education to all levels of the Jamat. The Executive Officer is responsible for directing ITREB Canada's administrative, academic and program staff, and driving the implementation of its programs and activities to achieve its strategic goals, in keeping with the guidance of the Imam. The goal is to make ITREB Canada an organization that applies best practices in all aspects of its work. The Executive Officer will oversee the interface between the volunteer leadership and staff and manage its operations and secretariat at the national and local levels.

Roles & Responsibilities

- Coordinate the development of ITREB Canada's strategic plans and their translation into programs and activities, operational plans, budgets and performance metrics.
- Lead the preparation of the annual objectives, strategies and budgets.
- Monitor the implementation of the annual operating plans across the various portfolios and areas of activity. Evaluate their impact and make recommendations, as appropriate.
- Manage the performance, vigorously, of ITREB Canada's programs and activities to attain targets and benchmarks of quality and access, especially relating to the provision of religious education to various segments of the Jamat. Successful oversight and implementation of the Secondary Teacher Education Program (STEP) is particularly important.
- Oversee the management and financial systems to ensure the accuracy, timeliness and quality of information. Prepare regular and annual reports for the Board and for onward transmission.
- Analyze the Board's programs, activities and performance to identify gaps and opportunities, and make recommendations as appropriate.
- Stay abreast of external and internal issues and trends that may potentially impact the work of the Board and the Jamat (e.g., ethics / bioethics, secularization, education practices, teaching of RE, social media, regulatory context for faith communities, etc.).
- Draw on the expertise of TKN volunteers and other experts, as required.

- Ensure that the Board's organizational structure and staff deployment are streamlined, effective, and aligned with its priorities.
- Lead, inspire and motivate staff to perform to their best capacities.
- Foster a positive and productive work environment. Ensure the implementation of human resource policies (e.g. staff recruitment & retention, performance appraisal, succession planning, code of conduct).
- Make recommendations concerning recruitment, deployment, and/or replacement of staff. Encourage the continuing professional development of staff.
- Ensure adherence to financial policies and procedures (i.e. financial discipline, accountability, cost management, record-keeping, transactions, procurement, asset and inventory management).
- Organize and participate in Board meetings. Ensure timely preparation and circulation of meeting agendas and minutes, and follow-up on Board decisions and on matters that arise.
- Work collaboratively with the National Council and Central Institutions to achieve strategic, programmatic and administrative synergies, especially in Early Childhood Development (ECD) and youth development.
- Support the liaison between the Board and the Mukhi / Kamadias.
- Develop and sustain relationships with the Department of Jamati Institutions, the Institute of Ismaili Studies, AKDN agencies in-country, ITREBs in the region and internationally.
- Serve as the institutional memory and the point of reference for the continuity of ITREB Canada's work. Coordinate the transition / handover process from one leadership team to the next.
- Ensure the timeliness and quality of the Board's communications to its stakeholders.
- Make proposals concerning his / her own continuing professional development.
- Undertake assignments and duties as directed by the Chairman and/or Honorary Secretary.

Skills Required

- Familiarity with and empathy for the Jamat, including cultural diversity within the Jamat.
- Deep sense of responsibility, sound judgement and discretion.
- Good inter-personal skills in dealing with senior leaders, volunteers and staff in the system.
- Demonstrated experience in successfully managing teams, staff, and/or projects.
- Capacity to be effective through collaboration and teamwork.
- Well-organized, self-motivated, able to multi-task
- Detail-oriented, with a "can do" attitude and a problem-solving mindset.
- A track record of delivering projects and results within deadlines. Sensitivity to budgetary prudence and an entrepreneurial approach in optimizing the use of resources.
- Good analytic and financial skills. Comfort in working with financial information, budgets, non-financial metrics and their interpretation.
- Excellent written and verbal communication and presentation skills. An ability to articulate papers / reports that are concise and coherent.
- Comfort in working with computing, information and communication technology.

A willingness to travel from time to time within the jurisdiction and internationally is necessary. Fluency in English is essential. Knowledge of French would be an advantage.

To Apply

Please send your résumé to Farah Kotadia, National Human Resources Manager, Council for Canada at farah.kotadia@iicanada.org.