

## **Executive Officer – ITREB Uganda Role Description**

The Shia Imami Ismaili Tariqah and Religious Education Board (ITREB) for Uganda is seeking an **Executive Officer (EO)**.

The EO will be responsible for achieving the strategic long-term and short-term goals of the organization in order to fulfil its Constitutional mandate. Working closely with and reporting to the Chairman and Honorary Secretary of the Board, the EO is responsible for operational management, taking the lead in planning and directing all policies, objectives, and initiatives of ITREB Uganda.

The EO provides direction to all academic, administrative and programme staff and is responsible for their performance and professional development. The EO inspires and motivates staff to be self-driven, high performing individuals. He / she oversees the interface between the volunteers and staff and manages its operations, secretariat and staff at the jurisdiction level. The EO serves as a repository of the institutional memory and is a key point of reference for the continuity of the functions, operations and services of ITREB Uganda through various Board transitions to any new term of office.

### **Skills and Qualifications**

The candidate must have a minimum of 3 years of experience in a management position. have the ability to lead teams and develop ITREB Uganda staff; and, from time to time, represent ITREB in various national and international fora. The role requires strengths in strategic thinking as well as operational management. Domestic and international travel will be required.

### **Reporting Relationship**

The position will report to the Chairman and Honorary Secretary of ITREB Uganda.

### **Responsibilities**

#### *Secretariat*

- Work with the Board to ensure efficient and effective performance of the administrative, fiscal, and programmatic deliverables of the Institution.
- Participate in / contribute to the development of strategic plans. Translate the strategic goals into operational plans, programme activities, financial budgets and other performance metrics. Oversee the preparation of the annual objectives, strategies and budgets.
- Analyze and prepare quarterly, mid-year and annual reports on the progress and results of programme and administrative activities and submit them to the Board. Ensure the accuracy of reports on access, expenditure of financial resources and programme/operational reporting and procurement. Ensure that administrative, financial and reporting procedures such as monthly requisitions, maintaining bank accounts, programmatic procedures, including any others related matters are adhered to.
- Ensure all correspondence is reviewed and prepare draft responses for consideration by the Chairman and/or Honorary Secretary.
- Participate in Board meetings. Ensure timely preparation and circulation of meeting agendas and minutes, and follow-up of matters arising.
- Serve as the institutional memory and the point of reference for the continuity of the functions, operations, and services of the ITREB. Coordinate the transition and handover process from one leadership team to the next, during the appointment cycles.

#### *Human Resource Management*

- Ensure that the ITREB's organizational infrastructure and deployment of its human resources are aligned with Board's approved operating plans.
- To work in close collaboration with the STEP Teacher to ensure that the mandate of the STEP programme is appropriately imparted and access hours are offered to the eligible secondary student population.
- Acting as a leading professional role model, continually improve his/her own skills, attitudes and knowledge, and facilitate learning in others, in line with the institutional vision.

- Encourage and support the spirit of volunteerism within the Jamat, in keeping with our traditions and the guidance of Mawlana Hazar Imam.

#### *Programme Oversight and Management*

- Analyze the needs and make recommendations to improve implementation of the programmes and activities related to the religious education of the Jamat.
- To ensure that the overall and specific targets for access to quality religious education for the various segments of the Jamat are achieved and improved upon.
- Ensure procedures relating to bayats are adhered to as per the set guidelines and records are accurately maintained.
- Keep a special vigilance on the issue of access and quality of religious education at all centers and identify variances and bring these to the Board's notice, at least once every quarter. This includes timely reporting on a quarterly basis on religious education access as per stipulated deadlines, and maintaining the relevant information including student population data in consultation with the Aga Khan National Council and maintain the human resource database.
- Maintain a credible and updated Management Information System in respect of all the functions of ITREB and provide analytical reports, enabling better awareness as well as newer initiatives taken by the Board.
- Manage the ITREB's educational system to ensure its efficiency and effectiveness.
- Monitor the library operations for efficiency including the stock control of book holdings as per the current systems.
- Ensure the ITREB stall is managed and stock replenishment is completed on a timely basis including stock control and accounting in the tally software.

#### *Institutional Collaboration*

- Work closely and collaboratively with counterparts at the National Council, GRB and National CAB to ensure synergy in programmatic and administrative activities and support the implementation of cross-institutional initiatives (such as capacity-building).
- Provide support to the Board by building strong relationships with the Department of Jamati Institutions, Aiglemont and the Institute of Ismaili Studies, and with other ITREBs in the region and internationally.

#### *Others*

- Undertake any assignment in addition to the above as requested by the office bearers, and maintain close liaison with all National Board members.

#### **To Apply**

Applicants are requested to submit a cover letter and CV for consideration to The Chairman, ITREB Uganda at arzinak@yahoo.com.