

**HIS HIGHNESS PRINCE AGA KHAN SHIA IMAMI ISMAILI
COUNCIL FOR AUSTRALIA & NEW ZEALAND**

Executive Officer (EO)
SYDNEY, AUSTRALIA
SUMMARY PROFILE

The Executive Officer (EO) is the senior-most member of the Council's staff. Under the supervision of the Council, he/she plays a leadership role in assisting the Council to fulfill its mandate.

He/she is responsible for directing the Council's administrative and programmatic staff and driving the implementation of its programs and activities to achieve its strategic goals and with the goal of making the Council an organization that applies best practices in all aspects of its work. The EO will enable/support/realize the achievement of the NC's ambitious objectives. He/she oversees the interface between the volunteers and staff and manages the secretariat and staff and its operations and any related legal entity's administrative /financial functions.

The EO shall report to the Vice-President of the National Council (NC) and will be based in Sydney, Australia.

We are seeking a strong people manager with strategic thinking capabilities and a diligent approach to managing operations who is self-driven and passionate about a career dedicated to working for the institutions of the Imam. The EO will take the responsibility for maintaining and managing an efficient and effective secretariat to support the following functions and responsibilities.

GENERAL RESPONSIBILITIES

1. **Administration & Support:** Responsible and accountable to the National Council, through the Vice-President, for the short- and long-term planning, organization, management, implementation, control, and administration of the Council's operations in keeping with direction from the Department of Jamati Institutions (DJI). Accountable to the Vice-President, for all operations of the Council, its Boards/Local Councils and JamatKhanas: as an example, coordinate preparation of the annual objectives and strategies (O&S) of the Council, Boards, and its Portfolios, together with the budgets consistent with the ten-year strategic plans and ensure their implementation, monitoring, and reporting. Also plan and coordinate institutional meetings, proposing agendas reflecting issues, opportunities, and priorities; maintain appropriate records of all meetings of the Councils and of any of its task forces, or committees including follow-up items. Serve as a thought partner with the President and Vice President on the strategic direction and management of the National Council.
2. **Programmatic Oversight:** Work with the National Council Members, Boards (AKYSB & AKEB), professional personnel and volunteers to design, implement and improve all National Council programmatic activities.
3. **Performance monitoring:** Monitor performance of all activities governed by the National Council to ensure activities are on schedule, within the approved budget and aligned with set objectives and strategies: as an example, ensure that programs and activities of the Council and its Boards/Local Councils are at all times directed to the achievement of approved objectives. Contribute to the refinement of monitoring tools and mechanisms. Apprise the National Council Executive of all such activities, including any variances, and follow-up on feedback to ensure performance is on track as planned. Provide to the Vice-President corrective actions to be taken to ensure activities are within the set objectives and strategies.
4. **Human Resource Management:** Responsible for management of professional and administrative personnel of the National Council, in accordance with authorized policies and procedures: as an example, ensure that individual roles and responsibilities of Secretariat staff are clear and understood, and that accountability mechanisms are in place. Support and enable Board Chairmen, portfolio leads, council members and mid-level management to succeed in their responsibilities while enjoying their service experience.

5. **Information Resource Management:** Collaborate with the Council and its Boards/Local Councils on the short- and long-term management and information reporting needs in the areas of social governance and institutional strengthening: as an example, contribute to the design and use of management databases and reports, including rigorous data analysis.
6. **Reporting:** Prepare all reports, including mid-year reports, year-end reports, OSBs and all other reporting requirements in consultation with the Council and its Boards/Local Councils: as an example, prepare such technical papers, proposals, and reports as the Council may direct from time to time.
7. **Finance:** Oversee the annual budget process by working closely with the Finance Officer (FO) who is accountable for finance for the National Councils and the Operations Manager (OM) who works with the EO to oversee the effective implementation of all aspects of the Council's operations. Manage financial resources within budgetary guidelines and in accordance with current laws and regulations.
8. **Financial, Tax, Risk and Facilities Management:** Ensure that the National Councils fulfill its constitutional, regulatory, and legal obligations, while taking appropriate steps to identify and mitigate potential risk areas of risk to protect the Jamati institutions.
9. **Institutional collaboration:** Facilitate communications and collaboration with and among all Jamati Institutions and AKDN institutions to address the needs of the collective institutions and the goals of the Council. Establish liaison and good rapport with ITREB, CAB, and GRB and ensure that the Council and its sub institutions duly comply with all their requirements.
10. **Community and Public Relations:** Contribute on strategic policy issues, Jamati needs, Jamati perceptions, while exercising such executive functions and authorities as may be delegated by the Council Executive from time to time. Ensure that the National Council and its affiliated institutions' mission and services are consistently presented in strong, positive image to relevant stakeholders.
11. **Fundraising:** Contribute to fundraising planning and implementation, including identifying resource requirements, establishing strategies, submitting proposals, and administering fundraising records and documentation: as an example, coordinate the planning and development, including fundraising, of Jamatkhana projects over the short- and long-term.

REQUIREMENTS

Profile: Qualifications, Experience, Skills and Attributes:

Candidate should have developed professionally through progressively responsible management experience, of at least 7-10 years in a large/medium size organization, preferably in the Australian, New Zealand, North American or Western Europe corporate and/or non-profit environment.

Academic Credentials:

- Bachelor's degree from a recognized international university, preferably in management, business administration or related field is a minimum requirement.

Language Proficiency:

Must have excellent verbal and written communication skills, including strong oral presentation skills in English (will be requested to submit writing samples in English).

Disposition:

- Candidate should be personally committed to the substance of the Imamat Institutions' mission, values, and the ethics.
- Candidate should possess an understanding and appreciation of Jamati institutional processes, including the understanding of working within the voluntary leadership; must have a strong desire to make substantial contribution to the progress of the Jamat and its institutions.
- Candidate should have the ability to deal with confidential matters discreetly, and should approach executive responsibilities with the highest degree of personal and professional integrity, empathy and sensitivity.

Skills and Attributes:

Essential:

- Familiarity with and empathy for the Jamat, including cultural diversity within the Jamat.
- Deep sense of responsibility, sound judgement and discretion.
- Goad-oriented, data-driven, with a positive 'can-do' attitude and strong problem-solving skills.
- Demonstrated ability to build strong, supportive and collaborative working relationships with internal team members, the leaders and members of stakeholder organizations.
- Proven ability to lead and motivate professional and volunteer team members from diverse backgrounds.
- Experience in writing actionable reports within deadlines that build on input from multiple stakeholders, crafting proposals and related presentations, and developing other documentation.
- Experience in setting, attaining, and/or measuring performance indicators and outcomes.
- Experience in working with databases and manipulating data.
- Good analytic and financial skills.
- Experience in preparing budgets, coordinating the preparation of annual audits.
- Comfort with public speaking in front of small groups and wider audiences.
- Proficiency in Word, PowerPoint, Excel and database management.
- Provide support and guidance to the Board Chairs and Portfolio Heads as and when required, so that the work of the institutions is seamless and effective.

Desirable:

- Jamati institutional and volunteer experience.
- A good understanding of the ANZ and PNG Jamats.
- Professional qualification in project management, data analysis, finance or accounting.
- Master's degree.
- Ability to communicate in Hindi/Gujarati.

Travel:

Candidate will be required to do extensive domestic (including ANZ & PNG) travel and have flexible work week including working evenings and weekends.

Interested candidates are invited to send a copy of their CV along with a Cover Letter to anznc@anzni.org prior to the application deadline of January 22nd, 2021.