

TERMS OF REFERENCE

Position: Administrative Officer, Jamati Institutions for Ontario
Organization: Council for Canada
Reports to: National Administrative Officer, Jamati Institutions for Canada
Location: Toronto, Ontario
Application Deadline: April 20, 2020

1.0 Position Summary and Description

The Ismaili Council for Canada (Council) in conjunction with the Ismaili Tariqah and Religious Education Board (ITREB) for Canada has implemented a joint secretariat model with the objective of standardizing and integrating regional administrative and operational functions, including organizational structures, processes and resources.

The secretariat office is composed of qualified staff and volunteers who conduct business activities professionally, foster the values of our faith including respect, unity, and volunteerism, and strive for excellence through learning and sharing, while enhancing efficiencies. The secretariat offers continuity of institutional knowledge while also initiating continuous improvement with best practices over time.

The Administrative Officer (AO) is a management position in the Local Regional structure (local Council and ITREB). The Administrative Officer is a leader responsible and accountable for optimal effectiveness and efficiency of the secretariat's daily operations and workflow.

The AO is responsible for working with the local Council President and Honorary Secretary, and ITREB Chairman and Honorary Secretary to ensure that the functions and mandate of the regional institutions are fully executed in a timely, orderly and satisfactory manner and for coordinating and organizing the agenda of the institutions to ensure their objectives are achieved and agreed policies are implemented. The AO provides a sound framework for the regional administration, development and implementation of policies for recommendation.

The AO provides administrative support to the local President, Chairman and Honorary Secretaries of the Council and ITREB, as well as manage office personnel and Jamati and Institutional Leadership interfaces. The AO will research and provide background information and undertake special projects to facilitate action and/or decision-making relative to the Council and ITREB's activities.

2.0 Reporting Structure

The AO reports to and takes direction from the National Administrative Officer, Jamati Institutions for Canada and is responsive and accountable to the National Council and ITREB Executive Officers (EO), while interfacing with the Local Council President, ITREB Chairman and respective Honorary Secretaries. The Local Council Institutional secretariat reports to the AO.

3.0 Functions and Responsibilities

3.1 Administrative Functions

3.1.1 Planning

The AO participates with the local President, Chairman and Honorary Secretaries in preparing the annual Objectives and Strategies and Budget papers (O&S and Budget). In this function the AO:

- maintains a close and continuing liaison with the National Administrative Officer and the Local Council & ITREB Members with responsibility for Strategy, Finance Evaluation & Delivery;
- carries out such research as necessary for the compilation of planning documents and project proposals;
- provides guidance and assistance where required to the Local Boards and Portfolio members in the development of their respective objectives, strategies, programs and activities;
- on a selective basis, participates in the meetings of the Boards and Portfolios to provide direction;
- reviews OKRs and Budget papers of and with the Local Boards and Portfolios prior to their finalization for review by the President, Chairman and Honorary Secretaries;
- comments on the feasibility of the O&S and Budget, whether it meets the needs of the Jamat, the resource requirement and allocation thereof, opportunities for inter-institutional collaboration, its strengths and weaknesses and other options so that the Council is guided in the finalization thereof;
- assembles a consolidated and a coherent regional O&S and Budget for submission to the National Council.

3.1.2 Implementation

The AO participates with the President, Chairman and Honorary Secretaries in monitoring the progress of all institutions under the Council and ITREB umbrella to ensure that the progress is consistent with the annual O&S and Budget and will achieve the desired results and follows up on any outstanding deliverables. The AO maintains proper records, including financial records to be maintained, and works closely with the Local Grants and Review Board (LGRB) to ensure that adequate financial controls are in place for the proper functioning of the institutions.

Local institutional meetings serve as an important vehicle for planning, implementation and monitoring of the institution's programs and activities. The AO, with the support of the Honorary Secretaries, takes a role in the planning of meetings, setting the agenda and establishing priorities and a timetable for the discussion of the various items and ensuring the implementation of the decisions of the meetings.

In the performance of this function the AO:

- participates in the meeting deliberations by providing appropriate information where the provision of such information adds to the quality of discussions and enhances the effectiveness of the decisions;
- prepares and circulates minutes of the Council and ITREB bi-weekly meetings and takes appropriate actions to follow up on the decisions.

3.1.3 Internal and External Communications

The AO is responsible for all inter-institutional communication and ensuring that appropriate information is passed on or shared with relevant members and institutions, and that effective communication storage and retrieval systems are in place. The AO will also need to interact with Jamatkhana Mukhi-Kamadia Sahebs and Mukhiani-Kamadiani Sahebas as appropriate in executing the mandate.

The AO oversees the distribution of memos, Jamati education packages, announcements and other documents to Jamatkhana Mukhi Kamadia Sahebs and other institutional leaders.

The AO maintains regular communication with the National Administrative Officer, Jamati Institutions for Canada, and also deals with external organisations with respect to the operation of the Council.

3.2 Management of Jamatkhana Properties

The AO is responsible for supporting the management of Jamatkhana properties in the region. In this regard, the AO:

- co-ordinates the work of the Property Matters of the Council;
- prepares (or causes to be prepared) the annual Jamatkhana operating and repairs/maintenance budgets;
- prepares proposals for major Jamatkhana repair/renovations proposals for submission to the National Council;
- ensures adequate management and record keeping of funding for Jamatkhana renovation;
- keeps under review the operating costs of Jamatkhana and brings to the attention of President/Honorary Secretary any major deviations from the budgeted operating costs;
- deals with the leasing entities (landlords/school boards) to ensure that weekend/daily facilities are rented on an economic basis and the use of such facilities is consistent with their intended and permitted use;
- ensures that appropriate notices are given for the renewal/termination of leases;
- ensures that all Jamatkhana properties are adequately covered under the Master Insurance Policy;
- maintains on-going communication with Jamatkhana Mukhi Kamadia Sahebs to ensure that the Jamatkhana properties are adequately cared for and any remedial work required at any Jamatkhana is promptly brought to the attention of President/Honorary Secretary.

3.3 Financial Management

The AO is responsible for supporting the preparation of the Council and ITREB's annual Administration, Capital Expenditure and Program Budget for review by respective regional institutional leadership. In executing this function, the AO coordinates, guides and manages the activities of the members with functional responsibilities for Planning and Performance Measurement and Finance. The AO is also responsible for recording of all financial transactions related to the institution's administration, and compilation and presentation of financial information on a quarterly basis in the specified format for submission to LGRB, National Council and ITREB Canada.

The AO coordinates and assists in the management of Trust Funds.

The AO manages the funding received in an efficient manner to ensure that adequate funds are at hand to meet the Council's financial obligations within any time period and that all expenditure is in conformity with the approved budgets.

3.4 Management of Resources and Assets

The AO is responsible for providing direction and supervision and development of the administrative staff of the Council and ITREB. The AO ensures that the local administrative structure is organized in an effective manner and is responsive to the legitimate needs of the Jamat and the institutions. The AO develops and oversees the implementation of administrative processes, systems, workflow improvements and automation to ensure processes are effective, increase efficiency and maximize available resources. AO evaluates the performance of the administrative staff and recommends skills enhancement programs consistent with the evolving needs of the Canadian institution.

The AO is responsible for efficient and optimum utilization of the institutions physical and technical resources by the members and the staff.

REQUIREMENTS

Professional Experience: At least 5 years of administration experience in a large/medium-size organization, preferably in the North American or Western Europe corporate and/or non-profit environment. Jamati institutional and volunteer experience would be a significant asset.

Technical Skills: Strong management and administrative skills and ability to prioritize and co-ordinate the work of the local institutions - Council and ITREB. Strong problem-solving, communication, organizational and analytical skills. Proven ability to effectively manage multiple responsibilities as well as to collaborate closely with teams of professionals and volunteers.

Academic Credentials: Bachelor's or Master's degree from a recognized international university, preferably in Business Administration/Management related studies.

Language Proficiency: Must have excellent verbal and written communication skills, including strong oral presentation skills in English. The ability to communicate in other languages is an asset.

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

Flexibility: The candidate will be required to have a flexible work week, including working evenings and weekends.

Interested candidates should submit their resume (with 3 references) along with a cover letter outlining their relevant experience, their salary expectations, and why they believe they are a good candidate for this position to:

E-mail: resumes@iicanada.net

Subject line: Administrative Officer, Jamati Institutions - ON

Deadline for submission: April 20, 2020

Please note only those shortlisted for an interview will be contacted.