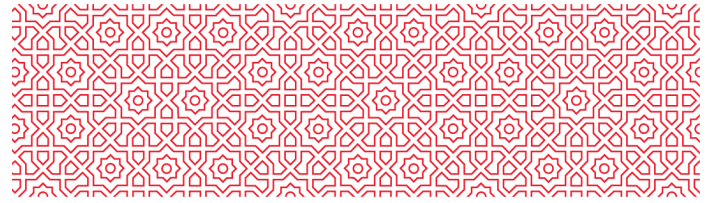




# Canada Jamati Institutions

Job posting

Deadline: May 21<sup>st</sup>, 2021



## Senior Administrative Officer

### Background

The Jamati Institutions in Canada are recruiting two Senior Administrative Officers (SAOs), at least one of whom must be bilingual (English and French). The SAOs will play a key role in delivering the strategic priorities of the Institutions through knowledge, finance and risk management; institutional administration; and communications and external relations.

The Senior Administrative Officer will report into the National Operations Officer (under the Council for Canada Executive Officer), and work closely with other national administrative staff.

### Key Responsibilities (not exhaustive)

- **Strategic initiatives:** coordinate and contribute to key national strategic initiatives, including coordination with Jamati Institutions as needed. Prepare policy papers, budgets and other analyses to deliver high-priority initiatives at the direction of the National Operations Officer.
- **Risk management:** ensure the Institutions fulfill their constitutional, regulatory, financial, and legal obligations, taking appropriate steps to identify and mitigate potential areas of risk. Ensure all insurance policies are implemented locally for properties, vehicles and other assets.
- **Communication and partnerships:** Oversee key external relationships and partnerships, and coordinate priority institutional leadership communications internally and externally
- **Institutional collaboration:** facilitate communication and collaboration with and among all Jamati and AKDN Institutions as directed.
- **Sourcing:** oversee implementation of procurement policies; coordinate vendor selection, reviews and management for strategic vendors; manage invoices and negotiations; and serve as point of contact for funeral home contracts.
- **Institutional assets:** manage tax, utility, insurance, and other municipal obligations; serve as point of contact for landlords; coordinate facility leasing (e.g., BUI classes, temporary JK facilities) and service contracting for transportation; and ensure accurate records are maintained. Oversee institutional policies for use of assets.
- **Appointments:** coordinate and support the Imamat Appointment process (local and national) and support on-boarding for institutional leaders
- **Policies and procedures:** support the development of national policies informed by best practice, and ensure they are implemented locally.
- **Knowledge management:** ensure short- and long-term knowledge management and reporting needs are met; ensure confidentiality of sensitive matters and safeguard all documents, files and records. Ensure national policies are followed locally.
- **Financial controls:** Work with the Local Finance Members, National Finance, and GRB as needed to ensure appropriate financial management.
- **Local Secretariats:** Provide guidance and direction to the Local Jamati Institutions on best practices for Local Secretariats and volunteers and support on-going sharing and learning.

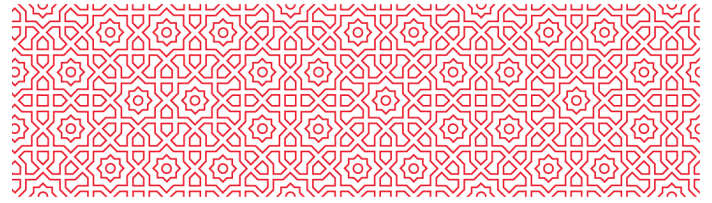




# Canada Jamati Institutions

Job posting

Deadline: May 21<sup>st</sup>, 2021



## Candidate Profile

### Education

- *Required:* Bachelor's degree in business administration, management or a related field from a recognized post-secondary institution.
- *Preferred:* Additional education and/or relevant work experience, including institutional experience.

### Attributes & Skills

- 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.
- Excellent interpersonal and cross-cultural communication, written skills and verbal fluency.
- Strong relationship-building abilities with internal and external stakeholders.
- Ability to maintain confidentiality and discretion of sensitive information.
- Humility and commitment to the ethics and values of the Jamat and Institutions.
- Ability to prioritize, make quick decisions, and execute in the face of ambiguity.
- Comfort in working in a volunteer-led and resourced institutional infrastructure.
- Self-directed, organized, and demonstrated supportive team member abilities.

### Languages (bilingual SAO)

- *Required:* English and French fluency, and excellent writing skills. Other languages are an asset.

### Languages (SAO)

- *Required:* English fluency, and excellent writing skills. Other languages are an asset.

### Location

- Based in Canada.

### Minimum requirements

- Completed background check (Vulnerable Police Reference Check Clearance).
- Candidate must already have legal authorization and documentation to work in Canada.

## How to Apply

Please complete the [Jamati Institutions: Job Application Form](#). This includes the submission of a cover letter and CV. The cover letter should be maximum one (1) page, and CV should be maximum two (2) pages. The total number of pages should not exceed three (3) pages.

**The application deadline is Friday, May 21<sup>st</sup>, 2021.**

All candidates will receive a confirmation of receipt and indication of whether they are moving forward by May 31<sup>st</sup>, 2021. Finalist candidates will be required to complete a background check, including reference checks, before being onboarded.

For any questions or concerns, please contact [resumes@iicanada.net](mailto:resumes@iicanada.net). Please note that we cannot provide any information which might privilege one applicant over another. Thank you for your interest in this position.

