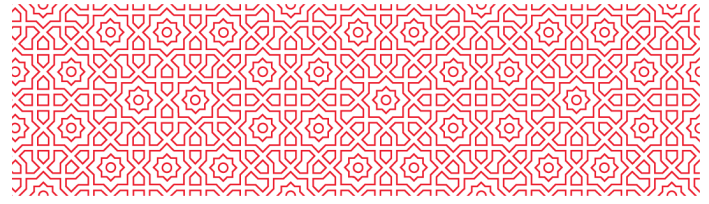




Council for Canada
Job posting
Deadline: February 13, 2022



National Operations and Property Officer

Background

The Aga Khan Council for Canada (CFC) is recruiting a National Operations and Property Officer (NOPO) who will work effectively with IMARA staff and volunteers, the technical advisory arm of CFC, that oversees the construction, operation and maintenance of various Jamati and Institutional properties across the country, to instill cost, operational and management discipline; build execution capabilities for Jamatkhana Development and Maintenance; partner with the Jamati Institutions and the Future Ready Initiative on the settlement strategy for the Jamat in Canada; and oversee core operations of the National and Local Councils.

The National Operations and Property Officer (NOPO) will report directly to the Executive Officer of the Council for Canada or to his/her designate. As this is a new position, the responsibilities of the NOPO may evolve rapidly in consultation with the Executive Officer.

As the Council for Canada and its constituent institutions are led by and largely supported by volunteers, the National Operations Officer should anticipate regular meetings to be held in the evenings and weekends, beyond the typical “workday”.

Key responsibilities (not exhaustive)

Property Management

- **Property Matters:** Direct activities of IMARA Canada and its staff in monitoring, planning for, and implementing repairs and maintenance activities, including deferred maintenance. This will require close coordination with IMARA National and the Local Council Presidents, and oversight of the volunteer Property Matters Members and Jamatkhana for approved repairs/maintenance, and deferred maintenance.
- **Jamatkhana Development:** Oversee IMARA staff, in close collaboration with the volunteer teams, to deliver Jamatkhana Development Projects in Canada.
- **Safety & Security:** Monitor and oversee the coordination of Safety and Security of Jamati and Institutional properties, including the management of external security providers across the country, protocols, training and management of volunteers working with the Members for Safety and Security on the Council for Canada and Local Councils.

Settlement Services

- **Newcomer Services:** Manage the execution and operationalization of a comprehensive resettlement strategy for the Council for Canada, overseeing the work of the National Settlement Officer and partnering with the Future Ready Initiative and the Boards and Portfolios of the Jamati Institutions.
- **Policy management:** Direct and coordinate the development and management of institutional policies around newcomers including subsidy policies.

Council

- **Program delivery:** As needed, leads the delivery, and assures execution of the initiative priorities in of the Council for Canada.
- **General Management:** Assists the Executive Officer in ensuring smooth and efficient operation of the all the functions of all function of the Council. Facilitate collaboration with and among all Jamati institutions. Identify and mitigate potential areas of risk to protect the Jamati Institutions.

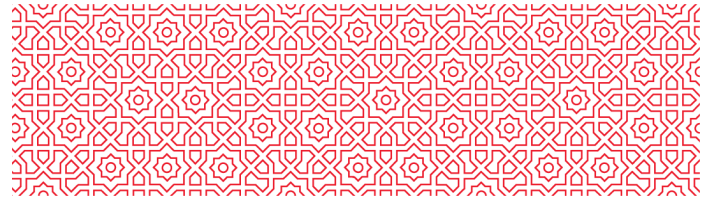




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- **Contract Management:** Works closely with the finance and legal team to have national oversight of contract negotiations, procurement and management of institutional contracts.
- **Oversees** the Senior Administrative Officers work in supporting the Local Councils and operational work of the National Council.
- **Oversees** the National Manager of Technology Operations work on IT service management processes, and implementation of policies on cyber-security and data privacy.

Candidate profile

Education

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

Professional and Jamati experience

- *Required:* Senior management experience (7+ years) leading teams in a complex environment where the leader has had a role in setting and executing strategy, and includes program, financial, budget administration and human resource management
- *Required:* Demonstrated ability in strategic planning, change management design, process and implementation strategies to optimize both quality and effectiveness of the Initiative
- *Preferred:* Familiarity with the Jamati Institutions (in Canada or elsewhere) and understanding of how to drive delivery within the distinct institutional framework

Attributes and skills

- Humility and commitment to the ethics and values of the Jamat and Institutions
- Entrepreneurial spirit and energy to build a new initiative in Canada
- Ability to prioritize, make quick decisions, and execute in the face of ambiguity
- Comfort in building relationships with (senior) external stakeholders
- Strong problem-solving and communication skills
- Comfort in working in a volunteer-led and resourced institutional infrastructure
- 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

Languages

- *Required:* English fluency and excellent writing skills
- *Preferred:* French fluency and/or other languages spoken by the Jamat

Travel

- Domestic travel is required for this role; some international travel may be required

Location

- Based anywhere in Canada

Legal requirements

- Candidate must already have legal authorization and documentation to work in Canada

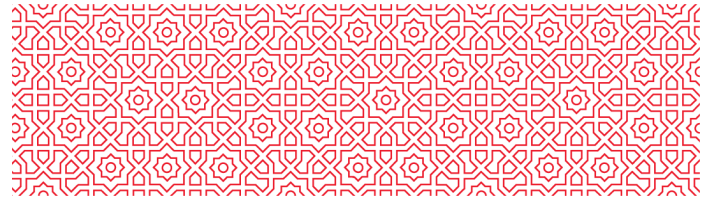
Timing

- Expected to start in Q1/Q2 2022





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How to apply

Please complete the [Application Form](#) which includes the submission of a cover letter (maximum one page), resume (maximum two pages), and three references by **Sunday, February 13, 2022**. All candidates will receive a confirmation of receipt and indication of whether they are moving forward by February 18.

Finalist candidates will be required to complete a background check including reference check before being onboarded.

For any clarification, please contact 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.

