

ITREB MADAGASCAR

Terms of Reference

Position: Religious Education Coordinator

Location: Madagascar

The Religious Education Coordinator (REC) will work closely with Board Members responsible for the portfolios of RE Primary, Secondary and Jamati Religious Education, assisting these portfolios in planning, implementing, evaluating and documenting all programmatic initiatives and interventions related to these portfolios.

Responsibilities:

Early Childhood Development (ECD)

- a. Provide support to the Aga Khan Education Board (AKEB) as an advisor for the development of religious education (RE) material in the existing ECD curriculum.
- b. Assist AKEB in training new and existing ECD educators within the jurisdiction.
- c. Manage and respond to queries on ECD curriculum regarding RE.

BUI Primary and Secondary

- a. Support and ensure roll-out of an RE Activity calendar.
- b. Ensure the management, distribution and usage of all curriculum resources in every BUI centre within the jurisdiction.
- c. Support BUI Board members to draw up action plans based on priorities emerging from stakeholder reports in tandem with annual objectives and strategies set by ITREB.
- d. Ensure that strategies for BUI are in place and implemented in all centres.
- e. Assist BUI Board members and administrators to ensure health and safety standards are observed at BUI centres.
- f. Manage teaching support tools and resources at BUI centres.
- g. Assist Board member in identifying potential BUI premises when required.
- h. Support BUI administrators to organize Jamatkhana-based classes on Dua and devotional literature.
- i. Conduct field visits as per the RE activity calendar to upcountry RE centres, meet with local BUI management team and administrators. Organize activities such as non-residential camp to increase RE access and teacher trainings to increase the quality of teaching in the upcountry RE centres.
- j. Support Board members on special projects to increase RE access such as non-residential and residential camps, opening new RE centres etc.
- k. Provide support to STEP Board members and STEP teachers in the creation and the continuity of regular secondary classes in the various RE centres in the jurisdiction.
- l. Assist external academics (STEP Teachers, Al-Waez) who will be visiting the jurisdiction to ensure that children and youth get maximum benefit from these visits.

Teacher Training

- a. Provide training to BUI teachers on a regular basis to ensure a high quality of teaching in all BUI centres in the jurisdiction.
- b. Provide resources on content and pedagogy to increase the teachers' abilities in delivering their material to the classes.
- c. Assist Board members in the class observations and organize regular meetings with teachers to provide a platform for exchange and feedback between teachers and BUI Board members.

Access

- a. Ensure electronic (MS Excel) registers are updated regularly.
- b. Support Access Board member to manage and track absenteeism and find strategies to ensure maximum access to RE for all children and youth in the jurisdiction.

Parental Involvement

- a. Work with BUI primary and secondary Board member to develop and implement strategies to increase parental involvement in the religious education of their children.
- b. Work with BUI Board members to organise regular parent-teacher meetings and sessions.

Jamati Affairs

- a. Lead and represent ITREB Madagascar on IIS festival write-ups.
- b. Translate into French IIS festival write-ups and other resources such as articles, announcements sent by IIS, DJI or other ITREBs.
- c. Lead the conceptualization, research and development of Jamati write-ups (e.g. Satada and Laylat ul Qadr packs).
- d. Assist EO and ITREB in the creation of Festival and Majalis calendar.
- e. Develop Resource Packs and articles for Students' Majalis.
- f. Support administrators with Students' Majalis Mukhi-Kamadia appointments and training.
- g. Deliver sessions such as book reviews of IIS or other relevant academic publications to the Jamat.
- h. Assist Board and local Al-Waez in the organization and delivery of Jamati and Majalis Mukhi-Kamadia orientations.

Key Relationships and Other Responsibilities

- a. Work closely with the Executive Officer, Chairman, Honorary Secretary, Board Members and staff to implement Board's vision and mandate.
- b. In collaboration with Board and staff, develop and implement Annual Objectives and Strategies and ensure effectiveness and desirable outcomes.
- c. Work closely with the Professional Teacher Educator and STEP teams on various thematic-based projects and tasks.
- d. Provide support to other Jamati and AKDN institutions on special assignments to maintain synergy and partnership.
- e. Execute other duties from time to time as required by Chairman, Honorary Secretary and the Executive Officer.

Reporting

- a. Monthly reporting to Chairman, Hon Sec and Board Members on the status of different programs planned in the RE activity calendar
- b. Weekly internal reporting to the Executive Officer on work progress.

Essential Attributes and Skills

- a. Fluency in French (speaking, writing and reading) is essential.
- b. Fluency in English will be advantageous.
- c. Well-organized, self-motivated, able to multi-task, with attention to detail, a "can do" attitude and a problem-solving mind-set.
- d. Excellent written and verbal communication skills.
- e. Knowledge of BUI management system.
- f. Comfort in working with computing, information and communication technology.
- g. Experience in teaching religious education.
- h. Working experience within the Jamati or Imamat institutions.
- i. Deep sense of responsibility sound judgement and discretion.
- j. Excellent relationship-management and follow-up skills.
- k. A willingness to travel from time to time within the jurisdiction and internationally.
- l. Experience of working in an environment with limited human resources.
- m. Excellent facilitation and training skills.
- n. Knowledge of Islamic and Ismaili studies.

Educational Qualifications

- a. Graduate in Education Management or Islamic Studies with at least 2 years of education management experience.
- b. IIS GPISH ISMC postgraduate / IWTP certificate / PTEP certificate