

# The Shia Imami Ismaili Tariqah and Religious Education Board for Tanzania

## ACADEMIC DIRECTOR

### JOB DESCRIPTION

The Academic Director is a senior staff member of the ITREB. Under the supervision of the Executive Officer and in coordination with the Board, he/she plays a pivotal role in assisting the ITREB fulfil its Constitutional mandate to provide religious education to all levels of the Jamat, train and upgrade religious education teachers and waezeen, engage in research, prepare materials and publications, be a point of reference and consultation for Mukhi/Kamadia in matters of religious practices, and to work in close collaboration with the Institute of Ismaili Studies.

He/she is responsible for the academic direction, quality and management of the religious education system at all levels, paying specific attention to the (a) early childhood (ECD), (b) primary (Talim), (c) secondary (STEP), (d) post-secondary / youth, (e) young adult and (f) other adult age-segments.

The Academic Director reports to the ITREB's Executive Officer.

The position is based at Dar-es-Salaam, Tanzania on a two-year secondment basis.

### KEY DUTIES AND RESPONSIBILITIES

1. Contribute to the development of the religious education (RE) strategy for all age levels.
2. Propose annual operating plans and contribute to the budget preparation exercise. Manage the RE programme budget and operations, and the RE system's performance to attain targets and benchmarks of quality and access, and ensure that it is functioning efficiently and effectively.
3. Working with the Executive Officer, analyse the RE programmes, activities and performance to identify gaps and opportunities, and organise their periodic evaluations.
4. Oversee the implementation of a quality assurance framework for RE at all levels, ensuring that it is in accordance with the curricular goals established by the IIS for materials developed by the Institute and IIS-specified quality assurance frameworks. Take measures to monitor and ensure that RE instruction is in keeping with the ITREB's authorised objectives. Where the IIS has developed curricula, these are to be strictly adhered to.
5. Conceptualise, design and develop programmes and/or alternative delivery approaches to strengthen, enhance and/or make more effective the RE offering to the Jamat.
6. Stay abreast of external and internal issues, trends and techniques concerning education and teaching, including as they relate to the teaching of religion and the humanities in the secular system, religious instruction in faith community contexts, etc.
7. Working with the Board's members, volunteers and staff, support the recruitment and induction of volunteer teachers, teacher educators, camp facilitators, seminar instructors and other educational personnel for RE programmes. Organise teacher orientation and initial and ongoing training programmes, drawing on experts in age-specific pedagogy and content. Oversee the continuing professional development of volunteer waezeen and teacher educators.
8. Working with the IIS, oversee the tasks that ITREB is responsible for recruiting STEP teachers. Manage the application process. Comment on applications. Mentor candidates through their pre-programme and field research practicum. Serve as their primary contact while they are at the IIS and induct them upon their graduation.
9. Supervise, mentor and coach ITREB's education professionals<sup>1</sup>. Be responsible for their professional growth: evaluate their performance, identify their needs and propose development plans. Facilitate their continuing professional development, including in liaison with the IIS. Foster a professional learning environment. STEP is a priority.
10. Work with the Executive Officer in enhancing capacity of local academic HR and developing succession plans and implementation strategies for future replacements.
11. Make recommendations concerning personnel and organisation matters, including deployment of staff and volunteers to enhance the quality of and access to programmes.
12. Implement strategies to ensure that the ITREB's education professionals<sup>1</sup> have the requisite conceptual understanding, content knowledge, and age-specific pedagogy to effectively teach

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<sup>1</sup> STEP teacher leads, STEP teachers, ECD / primary teacher educators, adult RE specialists, professional waezeen.

- the curricula. Organise a structured approach to regularly refresh their knowledge, drawing on authorised subject matter experts (e.g. ITREB staff, TKN volunteers, IIS graduates, AKDN agencies and external institutions [with prior consultation with the DJI and IIS]).
13. For age-groups and programme formats (e.g. camps) where IIS-developed curricula have not yet been prepared, under Board supervision and in coordination with the DJI and the IIS, work with the ITREB's members, academic staff, and volunteers to prepare instructional content.
  14. Enhance and monitor strategies for parental involvement in the RE system.
  15. Prepare regular reports for the Board and for onward transmission.
  16. Under the supervision of the Executive Officer and the Board, serve as a dialogue partner on behalf of the ITREB with the IIS on matters requiring academic input.
  17. Make proposals concerning his / her own continuing professional development.
  18. Undertake assignments and duties as directed by the Executive Officer.

#### PROFILE: QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

The candidate should be an educational professional with a minimum of 5 years of experience in teaching in a school setting, and who has played education leadership roles. Familiarity with the secular, secondary-level education system is highly desired.

Experience with the Jamati system, either as a volunteer or professional, would be highly desirable. Awareness of the provisions of the Constitution of Shia Imami Ismaili Muslims and prior exposure to the Jamati religious education system would be an asset but not a prerequisite.

A Master's degree in education, preferably in education management, education leadership or teacher education, or a related field is a minimum requirement. A background in Islamic or Ismaili studies, the humanities and/or counselling / coaching would be an asset. Candidates with IIS Secondary Teachers Education Program (STEP) qualifications are also encouraged to apply.

The following attributes and skills are essential:

1. Familiarity with and empathy for the Jamat, including cultural diversity within the Jamat.
2. Deep sense of responsibility, sound judgement and discretion.
3. Good inter-personal skills in dealing with senior leaders, volunteers and staff in the system.
4. Capacity to be effective through collaboration and teamwork.
5. Demonstrated experience in successfully managing teams, staff, and/or projects.
6. Well-organised, self-motivated, able to multi-task, pays attention to detail, a "can do" attitude, a problem-solving mind-set, and creativity in educational contexts.
7. Excellent written and verbal communication and presentation skills. An ability to articulate papers / reports that are concise and coherent.
8. Flexible in appreciating the jurisdictional dynamics and work-settings.
9. Comfort in working with computing, information and communication technology.

A willingness to travel from time to time within the jurisdiction and internationally is necessary. Fluency in English is essential. Knowledge of Kutchi and Gujarati languages would be an asset, but not a prerequisite.

Candidates meeting the afore-mentioned criteria and also interested to apply can send their application and resume via email by 20<sup>th</sup> July, 2018 to:

Rafiq Gilani  
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ITREB for Tanzania  
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