

**Organisation:** PERGAS  
**Job Title:** Assistant Executive, Islamic Education

### **General Purpose of Position:**

*The Assistant Executive, Islamic Education assists in the execution of Islamic Education programmes and carries out teaching and administrative functions*

### **Summary of Responsibilities/Duties:**

- Operate as a Full-time teaching staff for IPIP
- Provide administrative support for relief Asatizah for IPIP lecturers, exam invigilation and other matters concerning students.
- Liaise with students and lecturers on matters concerning student attendance, lesson plan, lecture slides, teaching aids, classroom activities and quizzes and counselling support
- Monitor IPIP syllabus
- Coordinate Examination Matters
- Assist in Student Development & Welfare
- Involve in IPIP Academic Board committees
- Perform any other education related tasks as required

### **Education and Experience:**

- Must possess ARS tier 1
- Diploma in Islamic Education
- At least 2 years of relevant experience in Islamic education
- Familiar with the expectations of a Volunteer Welfare Organisation

### **Profile:**

- Able to work after office hours and over the weekends
- Able to work in a fast-paced and demanding environment
- Adept at working individually with minimal supervision and also with varied teams and workgroups
- Self-motivated and dependable
- Attentive and proactive
- Honest and trustworthy

- Flexible and open-minded
- Meticulous with an eye for details and resourceful

#### **Type of Skills and/or License or Certification Required:**

- Able to craft innovative content that meets required Islamic education standards
- Good interpersonal skills
- Good time management
- Proficient in English, Malay and Arabic language
- Good organisational skills
- Adept at multi-tasking
- Strong verbal and written communication
- Well-versed in Microsoft Office software suite

#### **Internal/External Contact:**

- External - Students, asatizah, trainers and vendors
- Internal - Staff members

#### **Physical Work Environment:**

- Desk-job in an office setting
- Classroom setting