

Job Description



Organisation: PERGAS

Job Title: Executive, Islamic Education (Full-time Lecturer)

No. of Reportees:

Job Grade:

Position Reports to: Head of Department, Islamic Education

General Purpose of Position:

The Executive, Islamic Education, operates as a full-time teaching staff of Institut Pengajian Islam Pergas (IPIP). Provides administrative support including the development of syllabus, lesson plan, lecture slides, teaching aids, classroom activities exam invigilation, counselling support and other student related matters.

Main Duties:

- Operate as a teaching staff for IPIP include relief for Asatizah IPIP lecturers and liaise on academic matters concerning student attendance, lesson plan, lecture slides, teaching aids, classroom activities, quizzes and counselling support.
- Coordinate IPIP curriculum development, implementation and/or identifying assessment items and instruments to measure student progress, updating and reviewing the program.
- Manage and enhance e-formative assessment for all program.
- Assist in coordinating and managing the Learning Management System (LMS).
- Provide support in administrative on exam matters including invigilation on examination and concerning other academic matters.
- Supervise and coordinate MPP program and student council.
- Support/perform any task needed by the Department/Pergas as directed by Supervising Officer.

Education and Experience:

- Degree in Islamic Studies, Syariah/ Usuluddin/ Arabic
- Must be ARS certified
- At least 2 years of experience in teaching in school setting
- Familiar with the expectations of a Volunteer Welfare Organisation

Profile:

- Able to work in a fast-paced and demanding environment

Job Description



- 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:

- Decision Making
- Strong thinking and problem solving skills
- Creative and critical thinking skills
- Adept in education administration and reporting
- Able to assess key insights gathered from examination data and feedback
- Well-versed in Microsoft Office software suite and relevant accounting software
- Proficient in Malay, English and Arabic language
- Good organisational skills
- Project Management
- Time management
- Professionalism
- Adept at multi-tasking
- Strong verbal and written communication
- People management: Engaging and creating healthy relationships with lecturer & students

Internal/External Contact:

- External - IPIP Students and working professionals
- Internal - Staff members and asatizah

Physical Work Environment:

- Blended (Desk-job in an office setting and remote working arrangement)
- School setting