

Job Description



Organisation: PERGAS

Job Title: Executive, Islamic Education

No. of Reportees:

Job Grade:

Position Reports to: Head of Department, Islamic Education

General Purpose of Position:

The Executive, Islamic Education manage and process Asatizah and students administration of IPIP programmes. Improve through school portal management. Provide examination support and process Asatizah allowance. Ensure that the academic programmes and service run smoothly.

Main Duties:

- Manage Asatizah welfare, arrange teaching schedule and support administration through IPIP School Management System & correspondences.
- Coordinate the submission and dissemination of all teaching requirements such as teaching resources and materials.
- Plan and manage student schedules and learning experience in IPIP.
- Plan and manage the process of examination matters; submission exam papers and grading, verification of exam papers, result slip, transcript, certificate and exam-related queries.
- Prepare monthly part-time Asatizah allowance, procurement & liaise with finance officer and prepare bi-monthly report on academic and service management.
- Coordinate all IPIP education programs to ensure smooth running and to manage office and classes at Madrasah Aljunied.
- Provide administration and liaison support for IPIP satellite programme.

Education and Experience:

- Degree/Diploma in Islamic Studies, Syariah/ and/or Usuluddin
- At least 3 years of experience in education and school set up
- Familiar with the expectations of a Volunteer Welfare Organisation

Profile:

- Able to work in a fast-paced and demanding environment
- Adept at working individually with minimal supervision and also with varied teams and workgroups

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- 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 language /or Arabic is an advantage
- 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 - Vendors/suppliers, Mosques Staffs & Tertiary students
- Internal - Staff members

Physical Work Environment:

- Desk-job in an office setting
- School setting