

Organisation:	PERGAS
Job Title:	Assistant Executive, Asatizah Recognition Scheme
No. of Reportees:	
Job Grade:	
Position Reports to:	Head, ARS Secretariat

General Purpose of Position:

You will be providing executive, administrative, secretarial and development support to the ARS secretariat office.

Summary of Responsibilities/Duties:

- Develop and maintain standard operating procedures (SOPs) for applications, payments, and training programmes
- Maintain a systematic filing system for the upkeep of all official records and documentation
- Coordinate the schedule of all meetings, interviews for all ARS related matters including the Board engagements and generate reports and minutes
- Assist in all other administrative duties, including all the necessary administrative, logistical, marketing and communications needs of the Secretariat

Education and Experience:

- Diploma in field related to Islamic studies
- At least 2 years of relevant administrative experience
- At least 1 year of experience in liaising and working with local asatizah
- Familiar with the expectations of a Volunteer Welfare Organisation
- Familiar with the expectations of a statutory board

Profile:

- Strong desire to uphold the dignity of asatizah
- 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:

- Strong analytical and problem-solving skills
- Good interpersonal skills
- Good time management
- Proficient in English and Malay language. Able to understand basic 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 - Asatizahs, vendors
Internal - Staff members

Physical Work Environment:

- Desk-job in an office setting
- Occasionally based outside ARS secretariat office during ARS programmes