



THE
WORLD
FEDERATION

OF KHOJA SHIA ITHNA-ASHERI MUSLIM COMMUNITIES

CLERICAL OFFICER

Islamic Centre, Wood Lane, Stanmore, Middlesex, HA 74LQ, UK
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The World Federation

Vision Statement: The World Federation exists to achieve the pleasure of Allah SWT by developing spiritual and vibrant communities serving humanity.

Mission Statement: The World Federation enables its member institutions to promote the values and practices of the Islamic Shia Ithna Asheri Faith for the spiritual and material well being of humanity at large.

Core values of The World Federation

- Serve with simplicity, sincerity, tenacity and patience
- Strive for excellence in all fields especially in education
- Enable and facilitate all community endeavours
- Engage grassroots
- Prevent duplication and support local efforts and innovations
- Respect others at all times

Position: Clerical Officer

Location: Stanmore Office

Salary: circa £14,000

Accountable to: Deputy Office Manager

Job Purpose: To assist the Deputy Office Manager to deliver the responsibility of The World Federation Secretariat, and in particular to promote the work of the Education and Health departments of The World Federation.

Hours: 9am – 5pm weekdays. In addition, the post holder will be expected to adopt a flexible working policy to work alongside Office Bearers, Assistant Secretary Generals if need be.

PERSON SPECIFICATIONS

QUALIFICATIONS:

A higher education diploma is preferable.

EXPERIENCE Essential:

- 1 Working in small teams in task oriented projects.
- 2 Experience in office management.
- 3 Ability to work effectively with minimal supervision.

EXPERIENCE – Desirable:

- 1 Working within an office environment.
- 2 Working in public sector.
- 3 Good oral and communications skills.
- 4 Aptitude for working with computers.

GENERAL SKILLS AND ABILITIES:

Organization:

Well organized plans ahead and highlights problems in advance.

Interpersonal:

Excellent interpersonal skills.

Teamwork:

Able to see "bigger picture" and to realize the implications of ones' actions. Possessing a proactive approach and attitude to one's duties; sees tasks through to completion.

JOB SPECIFICATION:

Roles and Responsibilities:

- 1 Perform clerical functions on behalf of the Office Bearers, Assistant Secretary Generals and the deputy office manager. Prepare and dispatch correspondence in letter and email form.
- 2 Manage the administration of Education and Health in timely manner.
- 3 Answer telephone queries in an efficient and effective manner.
- 4 Book conference calls for Office Bearers and Assistant Secretary Generals.
- 5 Manage incoming and outgoing post including special deliveries and bulk posting of periodicals.
- 6 Provide clerical support, filing documents, records and computer files accurately and efficiently.
- 7 Undertake scanning of documents and archiving.
- 8 Provide administrative and secretarial support in preparing labels, report presentations for the Executive Council Meetings and Conferences.

- 9 Manage, maintain, track and liaise with participants on training events.
- 10 Dispatch processed cheques to suppliers and recipients.
- 11 Manage WF Education loans outstanding and report regularly to the Hon. Treasurer on loans outstanding. Identify defaulted loans or arrears and manage satisfactory resolutions.
- 12 Identify stationery needs of the secretariat office, track and order as necessary.
- 13 Liaise with Assistant Secretary Generals and order stationery for bulk posting.
- 14 Maintain stocks of books, DVDs and CDs.
- 15 Manage and maintain office machines.
- 16 Execute and other duties of a similar or compatible nature as directed.

These represent a definition of the main function and requirement for this position but are not an exhaustive list of duties. The post holder will be required, in addition, to perform any other duties that might reasonable be considered a responsibility of the post and, on a temporary or emergency basis, and assist with duties which are normally the responsibility of others when required.

The Job Description above will be subject to periodic review and revision in consultation with post holder.

The employer reserves the right to amend the foregoing job description from time to time in accordance with needs of the Organization.