

The World Federation of Khoja Shia Ithna Asheri Muslim Communities

Vision Statement: To be a spiritually vibrant progressive and unified global community for the pleasure of Allah.

Mission Statement: To connect and lead the global membership into a unified community to represent its voice and enable them to achieve a shared vision.

Overview of the Post:

The World Federation (<https://www.world-federation.org/>) represents the Khoja Shia Ithna Asheri Communities globally and is one of the most active Twelver Shi'i Muslim communities based in Europe, Americas, Canada, India, Pakistan, Africa and Australasia. The World Federation provides humanitarian aid, including disaster relief, education secular and religious, community development and spiritual support worldwide. We have now decided to establish a premier Research Institution that will undertake ground-breaking and relevant research in Islamic studies to respond to Muslim communities' intellectual and religious needs worldwide. The Institution aspires to become one of the most vibrant and proactive Islamic research institutes, headquartered in London with satellite branches in other regions.

The newly hired Director of Research will work together with the Governing Board of the research institute to deliver this exciting and challenging project. S/he will work on consolidating the in-house academic journal, an annual conference, publications and focussed research activities. While building relations and collaborating with some of the leading Universities and academic institutions as well as the traditional seminaries/Hawza on the one hand, s/he will also engage in outreach activities with the general public. The Director will be able to work on her/his own research. This post requires 60 per cent of management and administrative work and 40 per cent of research. Therefore, we are looking for someone who ideally holds a PhD in Islamic studies, a formidable background in Hawza studies with at least having completed Sutih Ulya (upper-intermediate) level. S/he should have excellent academic credentials demonstrated by publication in reputable international academic journals and other academic publications and have proven organisational and management skills.

We exist to serve

www.world-federation.org

The World Federation is an NGO in Special Consultative Status with the Economic and Social Council (ECOSOC) of the United Nations

Position: Director of Research Institute

Location: Onsite, London, UK

Salary: £45,000+ per annum, based on experience

Reporting Line: The WF President & The WF Secretary General. Daily research and scholarly work accountable to the Academic Board of the Research Institute. Expected to deliver quarterly reports to the Governing Board.

Type of job: Fixed term tenure of 2 years and (based on positive evaluation, mutually extendable to a longer period / permanent basis)

Start Date: February 2023

Hours: 35 hours weekly. This is a leadership role with a global footprint which means that out-of-hours work will be needed from time to time.

Position Requirements:

- Strong understanding of both the Academia and the Hawza and the ability to relate one to the other.
 - A formidable background in Hawza Studies (minimum of upper-intermediate studies – Sutih ‘Ulya or higher)
 - Academic qualification in Islamic Studies (PhD; however, MA will be considered based on merit)
- Experience in a similar role is essential.
- Experience in project management and sound managerial skills
- Reliability and result-oriented attitude.
- Demonstrated success in achieving complex and challenging objectives.
- Strong interpersonal, verbal, and written communication skills.
- Excellent leadership and organizational skills with an ability to think proactively and prioritize work.
- Excellent presentation skills.
- Exceptional multitasking skills with emphasis on attention to detail.

- Team player, able to develop realistic action plans and works well under tight deadlines with minimal supervision.
- Able to work effectively with others throughout the organization and with external parties.
- Respecting and adhering to the religious and ethical values of the World Federation.
- Willing to actively engage with the community.
- Working knowledge of Microsoft Office software (particularly Microsoft Word and PowerPoint).
- Fluency in either Arabic or Farsi (fluency in both would be desirable).
- Familiarity with the processes of academic publishing a bonus.

Responsibilities:

- Deliver and build on the ambitious vision for the Institute aligned with the objectives of the World Federation.
- Provide academic leadership to the Institute by delivering the vision for research and publications based on the overall strategy set for the Research Institute.
- Lead, develop, and motivate a high-performing Institute and its staff, fostering a culture of excellence, accountability, and transparency, including responsibility for career development and performance management of academic staff within the Institute.
- Attract, manage, and retain staff to achieve academic excellence, and contribute to the successful development of the Institute.
- To collaborate with the Islamic Education Team and all other departments at the World Federation.
- To manage the research team and ensure timely delivery of research projects.
- To build relations and coordinate activities with other academic institutes, universities and Islamic seminaries/Hawzas.
- To handle the logistics for the research institute's events such as conferences, seminars, courses, and other outreach activities.
- To provide quarterly reports of the different activities of the Research Institute to the Board of Governors and to The WF Leadership.

- Act as an ambassador for the Institute raising its profile externally including internationally and embodying good practice.
- Support the Office Bearers in fundraising activities for the growth of the Institute.
- Apply for external grants in accordance with the objectives of the Institute.
- To report to the Governing Board and the Academic Board on the progress of short, medium, and long-term projects, based on the set priorities.
- This is an onsite role, with core hours to be worked in the office, and any flexibility required can be discussed.

These represent a definition of the main function and requirements 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 reasonably be considered a responsibility of the post and, on a temporary or emergency basis, assist with duties which are normally the responsibility of other team members when required.

If you have further questions about this position, please email:

secretariat@world-federation.org

To apply for the position, please submit:

1. Cover letter, which addresses position requirements,
2. Academic CV,
3. An article-length writing sample (preferably in English and Arabic or Persian),
4. Names and contact details of at least two referees whom we may contact.

Application Deadline: **The 31st of January 2023**

Please note that only shortlisted candidates will be contacted.