

The World Federation

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.

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: Hawza Online Assistant Administrator

Accountable to: Principal of Hawza Online and Hawza Online Head Administrator

Hours: 40 hours a week

Location of Work: The successful candidate will work from home

Remuneration: Competitive and based on experience

Purpose of the role:

The purpose of this role is to collaborate with the Head Administrator in managing and executing various administrative tasks, ensuring the smooth and efficient operation of the Hawza Online project.

Information about Hawza Online can be found here: <https://hawzaonline.org>

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

Core Responsibilities:

- Managing student admissions, including reviewing social media for background checks and conducting interviews.
- Scheduling classes and monitoring attendance.
- Responding to enquiries from the global community, teachers, and students.
- Liaising regularly with lecturers and stakeholders, undertaking related tasks as required.
- Handling administrative tasks for the website and learning platform, including uploading content, managing email mailshots, data input and management, and moderating forums.
- Monitoring student progress and identifying any issues that arise.
- Administering tasks related to student assessments.
- Organising meetings, taking minutes, and following up on action points.
- Creating materials for marketing purposes.
- Posting updates on social media pages.
- Soliciting and collating feedback about the programmes.
- Maintaining the confidentiality of data.

Note: These duties represent the core responsibilities of the position but are not exhaustive. The candidate may also be required to perform other related tasks.

Person Specification:

Essential	Advantageous
Minimum of 1 years' experience in project administration	Experience in administering an online learning platform
Undergraduate degree	Language proficiency in Gujarati, Kutchi, Urdu, Arabic, or Persian
Clear and precise written and spoken communication skills in English and French	Experience in offering basic technical support for online projects, including troubleshooting common issues and assisting users
Excellent organisational and multitasking skills, with the ability to meet deadlines	
Strong interpersonal and team collaboration skills	
Proficiency in Word, Excel, and Zoom	
Good foundational knowledge of Islam	
Passion for tableegh initiatives	
Flexibility in working hours	
Ability to handle confidential information with integrity and discretion	
Adaptability and willingness to learn new systems and technologies	

How to apply:

Email your CV with a covering letter highlighting how you meet the requirements of this role to secretariat@world-federation.org.

Applications for this post will close on **31st October 2024**.