



# NAKHLAH

Educational House For Islamic Grooming

**Job Title:** Campus In-charge

## **Roles and Responsibilities**

- Planning and scheduling teaching time table.
- Implementing approved academic and academic discipline procedures.
- Planning and ensuring timely executions of events according to approved event calendar.
- Ensuring all the functions of the campus are running efficiently and smoothly.
- Motivating and counseling staff as and when required.
- Communicating with students, parents and teachers in English.
- Communicating regularly with parents, students and teachers to maintain healthy environment.
- Ensuring compliance of approved Human Resources policies and liaison with Administration and other departments for the betterment of the institution.
- Encouraging both students and teachers to achieve their greatest potential academically, instructionally and religiously.
- Ensuring safety and security of students and staff.
- Planning and ensuring availability of office supplies and services in order to run operations smoothly.
- Ensuring library, computer labs, science labs are functioning smoothly.
- Any other duties as may be assigned from time to time.

## **Knowledge and Skills Requirement**

- Knowledge and Skills Requirement
- Excellent written and oral English.
- Good computer skills.
- Good analytical and critical thinking skills.
- Good interpersonal skills.
- Good time management and organizational skills.
- Possess good judgment and decision making capability.
- Able to work under stress and handle multiple tasks.
- Self-motivated, independent and proactive.
- Sound knowledge of Faraidh and Wajibaat.

## **Experience**

Preferably 3 years of experience in similar capacity and 5 years of teaching experience.

## **Educational Qualification**

Preferably Masters

Minimum Bachelors