



## Islamic Charity and Finance Project Manager

### Job Description

<b>Location:</b>	<b>MSF office SEEAP region</b>
<b>Reporting to:</b>	<b>Head of MSF's South East &amp; East Asia Pacific (SEEAP) Project</b>
<b>Supervising:</b>	<b>Chairing the Islamic Charity and Finance task force</b>
<b>Status:</b>	<b>Fixed-term, 1 year full-time contract</b>
<b>Band / Grade:</b>	<b>C1</b>
<b>Start Date</b>	<b>As soon as possible</b>
<b>Date:</b>	<b>June 2021</b>

### Organisational Context

Médecins Sans Frontières (MSF) is an international humanitarian organisation that delivers impartial medical care to people affected by conflict, epidemics, disasters, or exclusion from health care in over 70 countries. We welcome candidates who bring a wide variety of backgrounds and experiences to join us in working toward MSF's common mission.

### Overall Responsibility

#### **The MSF Islamic Charity and Finance project**

Based on the MSF Global Private Fundraising Strategic Framework (2020-2023), MSF is aiming at diversifying fundraising audiences and income sources and is launching the Islamic Charity and Finance project.

This project is run in several MSF offices, each operating independently however, as per their respective local and regional markets. A first in Médecins Sans Frontières, this project is expected to be launched in Q2 2021.

Representatives from these offices form the Islamic Charity and Finance Task Force (ICF-TF) which is responsible for the implementation of the Islamic Charity and Finance project to attract income derived from Islamic Philanthropy. Operating under the guidance of a Steering committee (ICF-SC), the ICF-TF has currently representatives from the following MSF offices: USA, France, Australia, and South East and East Asia-Pacific. Further offices may join in as the project develops.

## Objective

The overall purpose of this position is to be a focal point and to play a coordination role for the MSF Islamic Charity and Finance project, promoting the development and implementation of the project and ensuring the relevant support, guidance and follow up to the Islamic Charity and Finance task force and steering committee. The project manager is expected to play a pivotal role in the success of this endeavour, doubling up as a coordinator and a facilitator.

### Main Tasks and Duties

- **Chairing the Islamic Charity and Finance task force**
- Steer the definition and implementation of the Islamic Charity and Finance Project.
- Monitor progress on the Islamic Charity and Finance Project.
- Oversee and ensure that ICF-TF collective responsibilities are duly addressed and follow a relevant strategic direction.
- Organize, facilitate and follow-up ICF-TF meetings, including the collective definition of agendas and ensuring production and distribution of minutes in a timely fashion.
- Prepare ICF-TF meeting documentation and liaise with external guests where appropriate.
- Coordinate activities between meetings, distributing tasks and engaging capacities as agreed by the ICF-TF;
- Liaise with the ICF-SC and organize reporting as pertinent.
- Ensure link with other relevant entities or platforms.

### Environment analysis

- Monitor involvement of other western aid actors in Islamic Charity and Finance and report on challenges and successes. Look into identified initiatives and new ones. Run regular awareness and perception surveys among key Islamic charity and Finance stakeholders.
- Identify progress and shortfalls of MSF and suggest appropriate way forward.

### Setting up Islamic Charity and Finance instruments

- Support each MSF office in the setting up of the different instruments to attract Islamic Charity and Finance (Zakat, Sadaqa, Wakf, Sukuk, Purification money).
- Ensure harmonization of practice and knowledge building amongst offices, ensuring a maximum number of instruments are set up and introduced.
- **In collaboration with the international fundraising analyst**, set up a donation tracker and dashboard to be used for reporting purposes.

### Public engagement with Islamic Charity and Finance players

- Maintain a comprehensive list of relevant fora for MSF to participate in and ensure minutes of attendance by different MSF representatives are compiled and shared with the task force.
- Upon request from the relevant MSF office, avail themselves to possibly participate in key events.
- Ensure MSF is represented in the community in a way that is accurate, engaging and to a high-standard.
- Contribute to post-events analysis and reporting (partnership, audience engagement, etc.).

- Focus on quality of events (not quantity), cost effective partnerships, and mid/long term development of a strategy with the defined entities/circles.

### **Compliance with scholars' guidelines**

- Highlight compliance needs with Scholars' guidelines and identify areas of work for each office.

### **Sharing and transmission of knowledge**

- **In collaboration with the MSF international fundraising and knowledge management teams**, develop the internal site for information sharing on SharePoint and the associated Teams channels.
- Ensure the internal online site captures the following aspects, is regularly updated, and is availed to the different offices:
  - Interaction with Islamic Charity and Finance stakeholders (bilateral and group meetings).
  - Information about MSF offices receiving income derived from Islamic Charity and Finance whether passively or proactively.
  - Legal, regulatory and operational requirements per office.
  - Information necessary to demonstrate compliance with scholars' guidelines.
- Promote the use of the internal sharing site on SharePoint and knowledge exchange on the Teams Channel.
- In collaboration with the MSF international fundraising team, conduct regular (yearly) updates about the Islamic Charity and Finance project to the fundraising community

### **Selection criteria**

#### **Essential criteria**

- Undergraduate degree or equivalent (B.A. or above).
- Minimum 5 years working experience, with 2 years of project management at least.
- Experience in Islamic Charity and Finance (Legal, financial, other).
- Project management: You need to be highly organized to manage and track multiple aspects simultaneously and to a high standard while keeping all parties updated and ensuring project coordination and reporting is completed.
- Diplomacy and stakeholder management: you need to be able to manage stakeholders from a variety of levels and functions within the organization, reconcile different points of view, and adapt communication style and approach based on the stakeholder/s.
- A track record of successful teamwork, developing and maintaining strong working relationships with diverse groups.
- Ability to handle a large volume of work under pressure and with deadlines.
- Knowledge of international humanitarian affairs and a genuine interest in and commitment to the humanitarian principles of MSF.
- Knowledge of Arabic (reading/writing) an asset.

#### **Desirable criteria**

- Previous experience with an International/Non-Governmental organization.

- Demonstrated and successful track record of revenue generation in the Islamic Charity and Finance sector, along with the relevant network.

In MSF Australia, we believe the following 5 values form the foundations of our culture – **Transparency, Respect, Understanding of Diversity, Stepping In** and **Collaboration**. At MSF Australia we value T.R.U.S.T as an essential element to how we operate and believe that these organisation values flow from this trust that we build.

## **Applications**

Applications MUST address individual selection criteria. You should also write a cover letter indicating why you want to work for Médecins Sans Frontières Australia and attach a copy of your CV.

Please note that a criminal record check may be required as part of the selection process. Applicants with criminal records will not automatically be ineligible for the position they are applying for. Médecins Sans Frontières Australia has a Child Protection Policy in place and all employees are required to comply with this policy.

Médecins Sans Frontières Australia is committed to creating an inclusive workplace for all our staff. We believe that a diverse team helps us better serve those most in need, we encourage flexibility (in all its forms) and we encourage people from a wide range of backgrounds to apply for this role, including Aboriginal and Torres Strait Islander peoples, LGBTQIA+, people from other culturally and linguistically diverse (CALD) backgrounds and people with disabilities. People with a disability can request support from our Domestic HR Department if you think you may require reasonable adjustment during the recruitment process.

**Applications close: Tuesday 6 July 2021**

Applications and enquiries to  
Email: [officerecruitment@sydney.msf.org](mailto:officerecruitment@sydney.msf.org)