

## **POST OF MOSQUE RELIGIOUS OFFICER (MRO)**

### **Requirements:**

1. Diploma / degree holder with qualification from a recognised tertiary religious institution
2. ARS accredited
3. Strong interest in areas such as Islamic and Youth development programmes.
4. Relevant work experience will be advantageous. Fresh graduates may apply.
5. Able to converse, read and write in English and Malay.
6. Familiar with IT software such as Microsoft Word, Excel and Powerpoint.
7. Self-motivated, keen to learn and open to receiving feedback.
8. Able to work independently as well as in teams.
9. May be called to work on weekends on an adhoc basis (for events etc)

To apply, please email your resume and expected salary to  
**nurulasyiqin.m@gmail.com**

<b>JOB DESCRIPTION</b>		
<b>Job Title</b>	Mosque Religious Officer (MRO)	
<b>Reports to</b>	Mosque Manager and MMB Chairman	
<b>Purpose of Job</b>	<ol style="list-style-type: none"><li>1. To be a leading Imam of Masjid Abdul Hamid Kampung Pasiran (MAHKP) in the absence of the resident Imam</li><li>2. To be a recognising and respected figure by the congregation;</li><li>3. To review, design and conduct Islamic learning programmes that suit the needs of MAHKP's congregation;</li><li>4. To review, design and conduct Youth programmes in MAHKP;</li><li>5. To assist MAHKP's Mosque Manager in the daily mosque's operations</li></ol>	
	<b>Responsibilities</b>	<b>Remarks</b>
<b>1.</b>	To lead daily prayers in the absence of MAHKP's resident imam and lead Friday prayers on a rotational basis with resident imam.	<ul style="list-style-type: none"><li>• For Friday prayers, sermon to be held in English at least once a month.</li></ul>
<b>2.</b>	To plan and conduct Islamic courses in MAHKP (eg. tazkirah, syarahan/kuliah, certifiable programmes, etc).	<ul style="list-style-type: none"><li>• Islamic courses may be daily, weekly, monthly or modular.</li><li>• May collaborate with other Muslim organisations to conduct courses in MAHKP.</li><li>• Regular updates to the MMB on progress of Islamic courses</li><li>• For certifiable programmes, to inform</li></ul>

		<p>Mosque Manager and Mosque Management Board (MMB) in writing:</p> <ol style="list-style-type: none"> <li>1. Objective (how it suits / will benefit the target groups)</li> <li>2. How the class/ programme will be carried out <ul style="list-style-type: none"> <li>• Who is teaching/ leading</li> <li>• No of targeted participants</li> <li>• Evaluation from participants</li> <li>• Etc.</li> </ul> </li> <li>3. Report of assessment/ evaluation of programme</li> </ol>
3.	To assist resident imam in managing Dakwah matters (ie. tazkirah, kuliah, khutbah, imam & bilal, etc).	<ul style="list-style-type: none"> <li>• This include providing religious consultations from members of public and counselling for youth.</li> <li>• To record nature of consultation, actual questions posted.</li> </ul>
4.	To organise commemorative events in Islamic calendar eg. Awal Muharram, Maulidur Rasul, Israk Mi'raj, etc.	<ul style="list-style-type: none"> <li>• Level of delivery/ content/ programme of the day should be planned and to inform Mosque Manager and MMB at least a month prior to the event.</li> <li>• Programme should creative / meaningful/ effective for congregation in remembrance of the Islamic events.</li> <li>• To work with the Dakwah committee where necessary.</li> </ul>
5.	To conduct programmes to attract and develop Youths in MAHKP.	<ul style="list-style-type: none"> <li>• To work with the Youth committee to develop and conduct Youth programmes.</li> </ul>
6.	To assist Mosque Manager in supervising mosque's daily operational matters.	<ul style="list-style-type: none"> <li>• Report to Mosque Manager on matters that needed attention</li> </ul>
7.	Other duties as assigned by Mosque Manager and MMB.	<ul style="list-style-type: none"> <li>• Attend meetings and training where required by the mosque or MUIS</li> <li>• Play a role as Amil of Zakat Harta/ Fitrah</li> </ul>