

THE CONDITION OF SERVICE OF THE BUREAU FOR ISLAMIC EDUCATION

Introduction: For Employment into the Service of the Bureau for Islamic Education, it is recommended that staffs of all categories should be Employed on a FIXED TERM CONTRACTS renewable at the end of each term of the contract subject to satisfactory job performance appraisals.

The recommended CONSOLIDATED SALARY SCHEME FOR EMPLOYEES OF BUREAU FOR ISLAMIC EDUCATION as attached will be used to determine the Salary Grade Level (01-15) at which to realistically and objectively place the Employed staff(s) and those to be employed based on qualification and experience to the related Job offered.

Each employed staff must receive written particulars of the TERM AND CONDITIONS of employment attached to his/her Appointment Letter. The statement of terms together with the duties of the post offered must be issued to the new employee by the Chairman, Executive Management Committee or the Director General on behalf of the employer (The Board of Trustees of the Bureau for Islamic Education).

Planning Policy and Recruitment: The Board of Trustees will from time to time make policy on how to recruit new staff to fill an existing vacancy by

- ✓ Defining the Job Roles of the Person to be employed,
- ✓ Call for application from prospective candidates,
- ✓ Conduct Assessment and Interview to select the best candidate for a particular job role,
- ✓ Make Referee(s) checks to ensure that all claims by a prospective employee are genuine and verifiable,
- ✓ Offers Letter of Appointment in which all the Terms and Conditions of the employment will be explicitly explained

It should be noted that changes in the Condition of Service may come up from time to time because of exigency and realities on the ground but the changes have to be collectively agreed by the Employer and the Employee(s). These changes may come up in the form of a Resolution(s) of the Board of Trustees (Based on National agreements reached with organized Labor that is applicable which the BoT has approved and adopted or in agreement(s) collectively negotiated with the employees of the Bureau for Islamic Education).

Probation: Appointment into the service of the Bureau for Islamic education may be made subject to defined Probationary period (of at least six months) in which case the period will be specified in the Letter of Employment. During the probation period, the employer will review and discuss the progress on the job of the new employee half way through the probationary period in addition to the usual monitoring of performance of all the staffs.

The purpose of the probationary period is to ensure that a post holder, taking up a new appointment is within a reasonable period of time, able to gain full understanding of the requirement and expectation of the post and to achieve a satisfactory level of performance.

Appraisal: The purpose of the periodic appraisal is to improve communication between employees and those responsible for their management (Direct line supervisor) and thereby increase job satisfaction, motivation and effectiveness of the Bureau for Islamic education.

Appraisal is not related to promotion, merit awards or disciplinary action. There are likely to be differences in the details of the implementation of appraisals between the various Departments of the Bureau for Islamic Education, but broadly speaking, the procedure involve the completion of self-appraisal form each year and a formal discussion with a nominated appraiser at end of each year. Further details of the appraisals scheme in the different Departments can be develop and obtain from the Heads of Departments.

Salaries: The title of the post, the Salary Grade level, commencing rate of pay and the salary will be stated in the Letter of Employment. No payments will be made in addition to this rate of pay.

Consolidated Salary Structure Of Bureau For Islamic Education

The Consolidated Salary Structure of Bureau for Islamic Education is formulated in order to give the Employees a living wage that may be comparable to what is averagely obtainable in the Industry. The minimum wage of N25, 000.00 thus less than the N30, 000.00 being proposed by the Nigerian Labour Congress (NLC) is adopted and is the basis for calculating of all other allowances. However the net payable to all the staffs on a Fixed Term Contract is far above the N30, 000.00 minimum wages. Beside, a Rent Subsidy (a flat rates) of three categories (N250, 000. N500, 000. & N750, 000) is recommended for Staffs on Grade Levels 06,07 &

08; 09, 10, 11 & 12 and 13, 14 & 15 respectively considering the peculiarities of Lagos.

The salary for all grades is tabulated below

Grade Level	Basic Salary	Consolidtd Allowances (55% of Basic)	Gross Pay	Consolidtd Deductions (20% of Basic)	Net Pay	Rent Subsidy (Flat rates)
01	NA	NA	NA	NA	NA	NA
02	NA	NA	NA	NA	NA	NA
03	NA	NA	NA	NA	NA	NA
04	N25,000	NA	NA	NA	NA	NA
05	N32,500	NA	NA	NA	NA	NA
06	N42,250	N23,238	N65,488	N13,089	N52,390	N250,000
07	N54,925	N30,209	N85,134	N17,027	N68,107	N250,000
08	N71,403	N39,272	N110,675	N22,135	N88,540	N250,000
09	N92,824	N51,053	N143,877	N28,775	N115,102	N500,000
10	N120,671	N66,369	N187,040	N37,408	N149,632	N500,000
11	N156,872	N86,280	N243,152	N48,630	N194,522	N500,000
12	N203,934	N112,164	N316,098	N63,220	N252,878	N500,000
13	N244,721	N134,597	N379,318	N75,864	N303,454	N750,000
14	N293,665	N161,516	N455,181	N91,036	N364,145	N750,000
15	N323,032	N177,668	N500,700	N100,140	N400,560	N750,000

Break Down of Consolidated Allowances

1. 15% of Basic salary as transport Allowance
2. 5% of Basic salary as Medical Allowance
3. 10% of Basic salary as Leave Allowance
4. 25% of Basic salary as Training Allowance

Break Down of Consolidated deductions

1. 11% of Gross Salary as Tax (PAYE)
2. 8% of Gross Salary as Pension contribution

Contributions/deductions for National Health Insurance and National Housing Fund are statutory but they have to be looked into before adoption

Entry requirement and corresponding salary grades

Post	Entry Requirement	Duties	Salary
NA	NA	NA	Consolidated Salary scale Grade Level 01
NA	NA	NA	Consolidated Salary scale Grade Level 02
Muazzin, Support Staffs for Cleaning, Security etc	Direct Employment of a good character, with the requisite experience and a reliable Guarantor	As assigned by the Executive secretary	Consolidated Salary scale grade Level 03
Temporary Teachers II	Temporary Engagement of Person qualified to be Assistant Education officer and above for a short period of 3-12months	Plan and execute lesson on the subject assign in line with scheme of work and approve curriculum Any duty assigned by the direct line supervisor	Consolidated Salary scale Grade Level 04
Temporary Teacher I	Temporary of qualified Education officer II for a short period of 3-12months	As in GL04 above	Consolidated Salary scale Grade Level 05
Assistant Education Officer	By direct employment of a	In addition duties in GL05,	Consolidated Salary scale Grade

	candidate possessing a NCE or its equivalent in the relevant field	demonstrate competence in Classroom instruction, management etc	Level 06
Education officer II	By renewing the Fixed Term Contract of an Assistant Education officer who has gained additional qualification and experience or by Direct appointment of a candidate possessing a Bachelors Degree in the relevant field	Teaching relevant subject of specialization at the appropriate level, participating in extra curricula activities, competence in classroom instruction and management, and any other duty assigned by the direct line supervisor	Consolidated Salary scale Grade Level 07
Education officer I	By renewing the Fixed Term Contract of an Education officer II who has gained additional qualification and experience; by Direct appointment of a candidate possessing (i) a Bachelors Degree with at least 3	In addition to the duties of an Education officer II, assist in the interpretation and implementation of the adopted curriculum	Consolidated Salary scale Grade Level 08

	years working experience in the relevant field or (ii) Masters Degree or its equivalent in the relevant field		
Senior Education Officer	By renewing the Fixed Term Contract of an Education officer I who may have gained additional qualification and experience or; by Direct appointment of a candidate possessing(i) a Bachelors Degree plus 6 years working experience in the relevant field, (ii)Masters Degree in the relevant with at least 3 years working experience in the relevant field (iii) Direct appointment of a candidate possessing a PhD or its equivalent in the relevant field	In addition to the duties of the Education officer I, design and implement effective strategies to develop self responsible and independent learners; engage students in active, creative problem based learning, develop in students the ability to access and use current technology, resources and information to solve problems. Any other duty assigned by the direct line supervisor.	Consolidated Salary scale Grade Level 09
Principal Education officer	Renewing the Fixed Term	In addition to the duties of a Senior	Consolidated Salary scale Grade

	<p>Contract of a Senior Education officer who may have gained additional qualification and experience or;</p> <p>by Direct appointment of a candidate possessing(i) a Bachelors Degree plus 9 years working experience in the relevant field,</p> <p>(ii)Masters Degree with at least 6 years working experience in the relevant field or</p> <p>(iii) Direct appointment of a candidate possessing a PhD or its equivalent plus 3 years post qualification experience in the relevant field</p>	<p>Education officer, provide opportunities for students to practice what is learnt; engage students in creative thinking and integrated or interdisciplinary learning experience, built students ability to work collaboratively with others;</p> <p>Support to students difference in development, learning styles, strength and needs; vary instructional roles (instructor, coach, facilitator, co-learner and audience) in relation to content and purpose of instruction and students needs; maintain safe, orderly environment conducive to learning; comply</p>	Level 10
--	--	--	----------

		with the requirements for the safety and the supervision of students in and out of classroom, students tutoring, mentoring and counseling.	
Assistant chief education officer	Renewing the Fixed Term Contract of a Principal Education officer who may have gained additional qualification and experience or; by Direct appointment of a candidate possessing(i) a Bachelors Degree plus 12 years working experience in the relevant field, (ii)Masters Degree with at least 9 years working experience in the relevant field or (iii) Direct appointment of a candidate possessing a PhD or its equivalent	In addition to the duties of a principal Education officer, monitor and control the activities of the teaching /non teaching staffs and students to ensure strict compliance with the vision, mission and core values	Consolidated Salary scale Grade Level 11

	plus 6 years post qualification experience in the relevant field		
Chief Education officer	Renewing the Fixed Term Contract of an Assistant Chief Education officer who may have gained additional qualification and experience or by Direct appointment of a candidate possessing: (i) a Bachelors Degree plus 15 years working experience in the relevant field, (ii) Masters Degree with at least 12 years working experience in the relevant field (iii) a PhD or its equivalent plus 9 years post qualification experience in the relevant field	In addition to the duties of Assistant Chief Education officer, carry out training needs of the teachers; periodically review along with all teachers the adopted curriculum for improvement; allocate subjects to appropriate teachers and specify the appropriate number of periods per each subject	Consolidated Salary scale Grade Level 12
Assistant Director of Education	Renewing the Fixed Term Contract of a Chief Education officer	In addition to the duties of a chief Education officer, supervise and	Consolidated Salary scale Grade Level 13

	<p>who may have gained additional qualification and experience or by Direct appointment of a candidate possessing(i) a Bachelors Degree plus 18 years working experience in the relevant field, (ii)Masters Degree with at least 15 years working experience in the relevant field (iii) Direct appointment of a candidate possessing a PhD or its equivalent plus 12 years post qualification experience in the relevant field</p>	<p>evaluates staffs; participate i recruitment, screening, assigning and training of staffs, assist with recommendations for renewal or termination of work; help teaching staffs to understand the special needs or problems of individual students.; engage in direct curriculum planning and development; supervise new students admission; maintain records as well as prepare reports and correspondence and any other duty assigned by direct line supervisor</p>	
Deputy Director of Education	Renewing the Fixed Term Contract of a Chief Education officer who may have gained additional	Assist in developing and implementing plans and goals for development; Work with the	Consolidated Salary scale Grade Level 14

	<p>qualification and experience by Direct appointment of a candidate possessing(i) a Bachelors Degree plus 21 years working experience in the relevant field, (ii)Masters Degree in the relevant with at least 18 years working experience in the relevant field or (iii) Direct appointment of a candidate possessing a PhD or its equivalent plus 12 years post qualification experience in the relevant field</p>	<p>Director to coordinate and supervise daily operations; Ensures compliance with regulations and internal policies; Monitor the attainment of strategic objectives and core values; Assist in budgeting and monitor expenses; Create report and submit them to the Director or Executive secretary; fulfill duties assigned by the Director.</p>	
Director of Education	<p>Renewing the Fixed Term Contract of a Chief Education officer who may have gained additional qualification an experience by Direct appointment of a candidate</p>	<p>Research and select text books as well as other educational materials; Order, authorize or request for purchase; Research and design educational materials,</p>	<p>Consolidated Salary scale Grade Level 15</p>

	possessing(i) a Bachelors Degree plus 24 years working experience in the relevant field, (ii) Masters Degree in the relevant with at least 21 years working experience in the relevant field or (iii) Direct appointment of a candidate possessing a PhD or its equivalent plus 12 years post qualification experience in the relevant field	instructional methods; Undertaking staffing responsibilities (Hiring, Training, Evaluating etc) Mentoring new teachers, teaching workshops, seminars and provide constructive feedback based on teacher evaluation; communicate policies to staffs & students; resolve students, staffs and/or parents problems. Any other duty assigned.	
--	--	---	--

Superannuation: All staff must be on Contributory Pension Scheme (Employee 8%+ Employee 10%) in line with the Provisions of the Contributory Pension Act 2004. Lodgments' will be made into the employee's retirement Savings Account with his/her preferred Pension Fund Administrator. Accordingly, provisions of the National Health Insurance Scheme, national Housing Fund, ITF, NSITF and relevant taxes (PAYE) will explored between the employee, employer and the regulating authorities to ensure compliance.

Working Days/Hours: The working days and hours will be detail in the Letter of employment. However, employees are expected to work for at least eight hours per day subject to the maximum of five days in a week.

Leave and Holidays: All staffs are entitled to a thirty calendar days Leave/holiday per annum exclusive of declared National holidays. Other types of Leave (Casual, sick etc) excepting maternity leave (for women employees) will be treated as exigency demands by the employees direct line supervisor.

Termination of Appointment/Employment: Notice to terminate employment by an employee should be given at least one month before the expected date of exit or the payment of one month full salary in lieu of notice in the case of abrupt termination may suffice. Equally, a termination of employment by the employer will be affected by giving a month notice or the payment of one month salary in lieu of notice.

All the employees of the Bureau for Islamic Education are on a FIXED TERM CONTRACT and the terms of the contract must include notice of its expected expiry date. As the date approaches, they Board of Trustees may seek alternative to expiry as renewal or redeployment, where possible. Three month before the expiry date, unless a renewal or redeployment has been confirmed, a reminder of the expiry date will be issued together with the information about the support that is available in seeking alternative employment with the system of the Bureau for Islamic Education if the employee may wish to pursue this alternative.

Work Permits: The Bureau for Islamic Education must comply with existing regulatory requirements to ensure that the expatriate staffs (if any) have valid permission to work in Nigeria.

Personnel Records: All employees must always notify their direct line supervisor in writing of any changes in name, residential address, marital status, next of kin etc for proper records.

Role and Job Description for Key Personnel

POST: Director General

REPORTS TO: The Board of Trustees through the Chairman, Executive Management Committee

SUPERVISES: The entire employed staffs of the Bureau for Islamic Education

MIN.QUALIFICATION: At least entry requirement for employment on Grade Level 12 (Chief Education Officer) in the Condition of Service of the Bureau for Islamic Education.

SKILLS: Physically and Mentally sound and not less than 40 years at the time of appointment, Trustworthiness, integrity and confidentiality, Sound communication and analytical skills, Excellent organizational and time management skills, ability to priorities multiple tasks and deliver on deadlines, Leadership and team building skills, Proficiency in IT (Ms office suite),

ROLES & JOB DESCRIPTION: Without prejudice to the provision in Article 7 of the Constitution, the Executive Secretary is:

- Responsible for the implementation of the approved short, medium and long-term strategic plans and policies.
- Serve as the General overseer/ Administrator of all Department and Sections of the Bureau responsible and accountable for the overall success of programs and project activities
- Supervise and provide direction to the Head of Departments/Sections
- Periodically review performance of the Head of Departments/Sections to the Executive Management Committee with recommendations on how to consolidate achievements and improve on areas that require Improvement.

POST: Chief Imam/Head of Department (Mosque)

REPORTS TO: To the Executive Management Committee through the Director General

SUPERVISES: All support staffs of the Mosque Section

ENTRY QUALIFICATION: Entry requirement for employment on Grade Level 08 ((Education Officer I) on the approved Condition of Service of the Bureau for Islamic Education.

SKILL:

- Memorization of complete Qur'an with Tajweed ,
- Proven knowledge of Fiqhu, Sharia/Islamic jurisprudence,
- Communication (written and verbal) skills with fluency in Arabic, English and any other local language (Hausa, Yoruba or Igbo),
- Exceptional inter personal skills and team player
- Proven experience of being an Imam

ROLES AND JOB DESCRIPTION:

- The Chief Imam is in charge of All activities and programs within the mosque, (Daily congregational prayers, Daily Ta'alim and Preaching, Jummat prayers, Nikkah and Marriage counseling, Alternative Dispute Resolution, Funeral services/prayers, Zakkat/Saqadat issues, Da'awa/ Outreach programs, Ramadan Tarawiyee/Tahjudd prayers and Itiqaff, Eld/festival prayers etc)
- Direct, control and supervise the support staffs under the section (the Deputy chief Imam, the Muazims),
- Member of the Executive Management Committee and standing committee on Mosque affairs, Da'awa, Outreach, Rehabilitation and Social Welfare.
- Constitute and manage the affairs of the Shura committee (Council of Ulamas)
- Answerable to the Executive Management Committee through the Director General.

POST: Support Staff (Muazzim/Prayer callers)

REPORTS TO: Chief Imam

SUPERVISES: None

ENTRY QUALIFICATION:As defined by the Chief Imam and approved by the Executive Management Committee but placed on Grade level 04.

SKILLS:As defined by the Chief Imam and approved by the Executive Management Committee

ROLES AND JOB DESCRIPTIONAs defined by the Chief Imam and approved by the Executive Management Committee

POST: Head Teacher/Head of Department (Islamiyya school)

REPORTS TO: the Executive Management Committee through the director General

SUPERVISES: All teachers and support staffs of the Islamiyya School

ENTRY QUALIFICATION: Entry requirements for employment on at least Grade level 08 (Education Officer I) and at most Grade level 10 (Senior Education Officer)

SKILLS:

- Outstanding communication and negotiation abilities (With fluency Arabic, English and local languages)
- .Excellent organizational and time-management skills.
- Proven experience as Head/ manager of a Modern Islamic Schools
- .Working knowledge of IT with emphasis on MS Office suite.
- Integrity and confidentiality.
- Physically and mentally sound and less than 30 years or not more than 55 years of age at the point of entry.
- Outstanding communication and negotiation abilities (With fluency in Arabic and English Languages).
- Proven experience interpersonal management

ROLES AND JOB DESCRIPTION Responsible for:

- The implementation of the approved Islamiyya School's short, medium and long-term strategic plans and policies.
- Serve as the chief administrator of the school as such is responsible and accountable for the overall success of the school programs.
- Supervise and provide direction to all the teaching and non-teaching staffs with overall responsibility to ensure a seamless design, adaptation and implementation of approved curriculum and syllabus in order to achieve vision, mission and strategic objectives of the Islamiyya School.
- Review, alongside all the teachers, the Arabic and Islamic studies curriculum at the end of every academic session and make appropriate recommendations.
- Develop and implement school quarterly/ annual budget for the approval by the Executive Committee.
- Monitor and control activities of the academic (teachers) staff, non-academic staff and students to ensure strict adherence to the school vision, mission and core values.
- Periodic review performance of the teachers and that of the students and report to the Executive Management Committee with recommendations on

how to consolidate achievements and improve on areas that require development.

- Carry out classroom observation of the teachers, marks lesson plan and lesson notes and make appropriate correction and suggestion.
- Give out teaching and learning materials to teachers at the beginning of the term, supervise how they are being utilized within the term and collect them back at the end of the term.
- Have copies of each student's Exam and CA records. Recommends and where possible carry out the training needs of teachers.
- Allocate subjects to appropriate teachers and specific and appropriate number of periods to each subject.
- Provide Administrative and Clerical support to the Islamiyya School (in the interim). Maintain and oversee all recordkeeping for students and staff as well as order, track and dispense supplies in collaboration with the Director General.
- Inform applicants and new employed teachers about job details such as benefits, service contract and conditions service.
- Compose and typeset correspondence and newsletters on behalf of the school, maintain the integrity of information systems with high level of accuracy, databases of staffs and students.
- Track attendance and absences of staffs and students
- Prepare appropriate documents for communication for the attention of the Executive Management Committee and/or the Standing committee on Education, Research, Scholarships and Linkages
- Custodian and operator of office equipment such as fax machines, copiers, and phone systems for the school and use computers for spreadsheet, word processing, database management, and other applications needs of the school.
- Facilitate budget decisions through recordkeeping.
- Collect school fees, issue receipt and keep records.
- In charge of library.
- Member of the executive Management Committee, the Standing Committee on Education, Research, Liaison and Linkages and the Coordinator of the activities and programs of the Parent Teachers Association (PTA)

POST: Teachers

REPORTS TO: Head Teacher

SUPERVISE: None (Except if assigned by the Head Teacher)

ENTRY QUALIFICATION: Entry requirements for employment on at least Grade level 05 (Temporary Teacher) and at most Grade level 08 (Education Officer I)

SKILLS:

- Ability to speak clearly to students, other teachers, parents and administration officials as well as the experience to explain new ideas and unfamiliar concepts with authority and in a clear and concise way so that students can understand.
- Work intelligently to keep the students' attention in teaching and learning activities.
- Possess writing skill in order to write progress reports, notes, etc clearly, convincingly legibly.
- Patience to work with students and colleagues with different backgrounds and abilities.
- Creativity and all inclusive learning. Teachers must find ways to involve students into their lessons. Additionally, teachers may have to work with different learning styles to get the most out of each student. Know strengths and weaknesses of all the students of the class and make some recommendations on how to assist the weaker ones and how to develop the talents of others.
- Assign some responsibilities to students to give them leadership training

ROLES AND JOB DESCRIPTION:

- Plan and appropriately conduct the teaching and learning process in the assigned class/subject at the scheduled time
- Demonstrate confidence and competence in class room instruction and effective classroom management
- Interpret and implement the approved curriculum completely and on schedule
- Design and implement effective strategies to develop self-responsible independent learners
- Promote students' intrinsic motivation by providing meaningful and progressively challenging learning experience which include but not limited

to self-exploration, self-evaluating and demonstrating initiatives problem-solving in learners

- Engaged students in creative thinking and the ability to work as a team with others
- Maintain a safe orderly classroom environment for conducive learning keep appropriate records of all students in the class/subject assigned

POST: Support Staffs-Security, Cleaners and other common services within the premises

REPORTS TO: the Director General.

ENTRY QUALIFICATION: As defined by the Director General and approved by the Executive Management Committee but placed on Grade level 04

SKILLS:As defined by the Director General and approved by the Executive Management Committee

ROLES AND JOB DESCRIPTION:As defined by the Director General and approved by the Executive Management Committee.