



Independent Member/Director of IR Information Pack

Islamic Relief Pakistan

Transforming Lives since 1992

Islamic Relief enjoys a three decades old bond of compassion and sincerity with the people of Pakistan. 2022 marks the 30th anniversary for the organization who has reached out to more than 9.5 million people across the country. In 1992, the country programme started off with humanitarian efforts including our signature Ramadan and Qurbani projects followed by Orphan Sponsorship.

With the occurrence of emergencies, Islamic Relief Pakistan responded to natural disasters like floods, droughts and earthquakes in the Sindh, Balochistan, Khyber Pakhtunkhwa and AJ&K happening over time in 1999, 2002, 2005, 2010 and 2011 respectively.

We have been the first on ground during the recent drought conditions in Balochistan, earthquake in Mirpur, AJ&K and small scale emergencies in remote areas of the country.

With an aim of Transforming Lives, the organization evolved its programmes to address the most complex issues faced by the most in need. From climate adaptation to sustainable livelihood solutions and women empowerment to water challenges, Islamic Relief Pakistan is addressing the most pressing needs ranging from newly merged tribal districts of Pakistan to the far flung areas of Balochistan.

The returnees in tribal districts came back to their native areas with no hope in sight, several development and humanitarian initiatives are being taken to help the local communities to take control of their lives.

In addition to that, programmes are being implemented in the urban peripheries like Rawalpindi to bring street children back to schools and in Peshawar for access to safe drinkable water.

Responding to the pandemic COVID19 that gripped the whole world, Islamic Relief Pakistan under its campaign 'Distant but not Disconnected' together with the national and provincial governments of the country provided health institutions with lifesaving equipment. A massive awareness campaign was run in different parts of the country about COVID19 alongside online counselling for communities we serve.

With climate adaptation and mitigation as one of our priorities, we are carrying out efforts to cope the biggest challenges faced by the country including water scarcity, women empowerment, poverty alleviation and health through smartly designed initiatives focused on creating a lasting impact.



Our Strategy

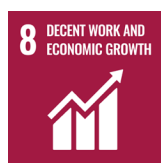
1. Strategic Objective 1

Build Resilient Communities by Promoting Climate Change Adaptation, DRR and Providing Dignified Humanitarian Response in Emergencies



2. Strategic Objective 2

Sustainable Economic Empowerment with an Investment in Capacities, Assets, Policy and Practices through Inclusive, Nutrition and Climate Sensitive Approaches



3. Strategic Objective 3

Contribute and Advocate towards Sustainable Water Resource Management in close Collaboration with Public Institutions and Relevant Stakeholders



4. Strategic Objective 4

Strengthen Organizational Effectiveness through Efficient Systems, Talented and Motivated Human Resource and Mainstreaming IR's Key Thematic Policies



Our global strategy

Our global strategy focuses our expertise and resources in the service of the world's most vulnerable people. Our four global goals are:

1. **Reducing the humanitarian impact of conflicts and natural disasters.** We are increasing our capacity to respond rapidly to disasters and building a global reputation for delivering emergency aid. In addition, we prepare at-risk communities to reduce the impact of disasters.
2. **Empowering communities to emerge from poverty and vulnerability.** Building on our expertise in integrated development, we develop multi-year funding to support much needed long-term development programmes. We also seek to mainstream inclusion of people of all ages, backgrounds and abilities across our work.
3. **Mobilising people and funds to support our work.** We advocate on the issues that matter most to the world's most vulnerable people, influencing decision makers to act, and grow the support, funds and partnerships that power our vital work.
4. **Strengthening the Islamic Relief federation.** Ambitious governance reforms are building a platform for greater impact and efficiency by increasing collaboration across the Islamic Relief family; and helping to cement our reputation as the leading international Islamic aid agency, known for transparency, neutrality and sincerity.

More details on our strategy can be found here:

[Global Strategy 2017-2021](#)

Our Vision

Inspired by our Islamic Faith and Guided by Our Values, we envisage a world where communities are Empowered, Social Obligations are fulfilled and people respond as one to the suffering of others.

OUR MISSION

Exemplifying our Islamic values, we will mobilise resources, build partnerships and develop local capacity as we work to:

- Enable communities to mitigate the effect of disasters, prepare for their occurrence and respond by providing relief, protection and recovery.
- Promote integrated development and environmental custodianship with a focus on sustainable livelihoods.
- Support the marginalised and vulnerable to voice their needs and address root causes of poverty.

Our Values

We remain guided by the timeless values and teaching of the Qur'an and the prophetic example (Sunnah), most specifically:

- **Sincerity (Ikhlas)** – In responding to poverty and suffering, our efforts are driven by sincerity to God and the need to fulfil our obligations to humanity
- **Excellence (Ihsan)** – Our actions in tackling poverty are marked by striving for excellence in our operations and the conduct through which we help the deserving people we serve
- **Compassion (Rahma)** – We believe the protection and well-being of every life is of paramount importance and we shall join with other humanitarian actors to act as one in responding to suffering brought on by disasters, poverty and injustice
- **Social Justice (Adl)** – Our work is founded on enabling people and institution to fulfil the rights of the poor and vulnerable. We work to empower the dispossessed towards realizing their God-given human potential and develop their capabilities and resources.
- **Custodianship (Amana)** – We uphold our duty of custodianship over Earth and its resources, and the trust people place in us as a humanitarian and development practitioner to be transparent and accountable.

OUR GOVERNANCE

Islamic Relief Pakistan (IRP) is registered with Security Exchange Commission of Pakistan (SECP) under section 42 of companies act 2017. IRP Board of Directors/Members (BOD) consist of four members including chairperson.

THE ROLE: PROFILE

We are now seeking to appoint Independent Members to the Board. Islamic Relief encourages diversity in its members, including that of gender and experience in professional backgrounds such as law, finance, audit, humanitarian

THE ROLE

As a member of the Board, you must be fully committed to our values, and sharing our vision, mission and strategy. You are expected to attend meetings and devote the necessary time and effort to the role and to act in the best interest of the charity and the vulnerable people we serve. As a member of the Board your key responsibilities will be to:

- Participate in the Board meetings and to fulfil your assigned tasks
- Act at all times in a manner that corresponds with Islamic Relief,s values, aims and objectives
- Help the charity work toward achieving our vision and mission, with a focus on the long-term benefit of the charity and the people we serve
- Support the setting of our priorities and objectives with a focus on strategic planning and governance.
- Participate in approving annual plans, strategies, and budgets
- Promoting IR's vision, mission and values and demonstrate IR's values in all the Board's work

PERSON SPECIFICATION

We are seeking exceptional candidates with a breadth of experience who will enhance Islamic Relief's strategic development. You will have the following skills and qualities:

- A deep commitment and passion for IR's faith inspired values, vision, and mission
- Considerable professional experience in at least one of the following: law, finance, auditing, monitoring and evaluation, humanitarian programming, human resource management, information technology, public relations/ communications, marketing /fundraising, Shariah compliance
- Strategic vision and critical thinking
- Strong problem-solving and conflict-resolution skills
- Knowledge of the legislative and operating framework for charities, voluntary and community sector organisations, especially an understanding of Security Exchange Commission of Pakistan requirements for 42 licenced companies.
- A good understanding of the context within which IR operates
- Teamwork, including good communication and interpersonal skills.
- Willing to be an ambassador for IR.
- Demonstrate through words and behaviour – both now and in the past – your alignment with IR's values and expectations from the role

In addition to above, the candidate needs to fulfill criteria provided in annexure A

If you are interested in this role, we look forward to hearing from you.

TERMS OF APPOINTMENT

- As a Member of the Board of Directors, you will be expected to attend meetings.
- In addition, some time will need to be spent on reading and considering papers to discussions with relevant colleagues, and attendance at short adhoc meetings when needed.
- You will be required to attend training events relevant to the role as necessary.
- Appointments will be for a period of three years.
- The role is unpaid but reasonable travel expenses will be provided.

HOW TO APPLY:

To apply to be a Member of the Board of Directors, please send a current CV and cover letter to company.secretary@irp.org.pk the deadline for applications is **30th April 2022**

PLEASE NOTE: Only shortlisted candidates will be contacted.

PRE-APPOINTMENT CHECKS:

Any appointment will be subject to the following checks:

- Enhanced screening clearance
- This post is classed as Social Media Profile Level One (Senior Ambassador) under IR's Personal
- Receipt of satisfactory references including the Social Media Policy. The post holder must disclose Inter-Agency Misconduct Scheme Reference their social media accounts and must represent where applicable IR in an acceptable way online, in accordance
- Disclosure and Barring Service (DBS) check with the policy

OUR VALUES AND COMMITMENT TO SAFEGUARDING

IRW is committed to preventing any type of unwanted All offers of employment will be subject to behaviour at work including sexual harassment, satisfactory references and appropriate screening exploitation and abuse, lack of integrity and financial checks, which can include criminal records checks. misconduct; and committed to promoting the welfare IRW also participates in the Inter Agency Misconduct of children, young people, adults and beneficiaries Disclosure Scheme. with whom IRW engages. IRW expects all staff and volunteers to share this commitment through our In line with this Scheme, we will request information code of conduct. We place a high priority on ensuring from job applicants' previous employers about

Annex A: Fit and proper criteria

The fitness and propriety shall be assessed by taking into account all the relevant facts including but not limited to the following,-

- Integrity and track record.-A person shall fulfil the following requirements in order to act as promoter, member, director or chief executive officer of the company
- (a) he has not been found associated with any money laundering or terrorist financing activities, illegal banking business, illegal deposit taking or financial dealings, and also understand the company's unique risks including the money laundering and terrorism financing risks in the locations where the company operates;
- (b) he or the companies in which he is a director or major shareholder have not been declared by tax authorities as a tax defaulter;
- (c) he or the companies in which he was a promoter or is a director or major shareholder have not been found involved in any fraudulent activities or illegal activities;
- (d) he has not been found convicted of fraud or breach of trust or of an offence involving moral turpitude by a court of law;
- (e) he has not been actively involved in the management of a company whose registration or license has been revoked or cancelled or which has gone into liquidation or other similar proceedings due to financial irregularities or malpractices;
- (f) he is not ineligible, under the Act and company law or any other legislation;
- (g) he has not been found involved in any undesirable or anti-state activities; and
- (h) he has not been found involved in multi-level marketing (MLM), Pyramid and Ponzi Schemes, or other related activities/businesses or any lottery business.
- Solvency and financial soundness.- A person must fulfil the requirement, in order to act as promoter, director or chief executive officer of the company that there is no instance of overdue or past due payment to a financial institution, irrespective of amount, appearing in the latest Consumer Credit Information Report (CCIR) of the person and of the companies, firms, sole proprietorship etc. where the person is a chief executive, director (other than nominee director), owner or partner, etc.

THE COMPANIES ACT, 2017

ASSOCIATIONS WITH CHARITABLE AND NOT FOR PROFIT OBJECTS REGULATIONS, 2018
[Regulations 4, 8 and 10]

Information to be provided by promoters, proposed directors/directors, proposed chief executive officer/ chief executive officer of the company

1 Profile

1.1. Name in Full including former name:	
1.2. Father's/Husband's Name:	
1.3. Nationality:	
1.4. NIC/Passport No:	
1.5. Old NIC:	
1.6. Date of Birth:	
1.7. Contact details:	
1.7.1 Residential Address:	
1.7.2 Business Address:	
1.7.3 Telephone Number:	
1.7.4 Mobile Number:	
1.7.5 Fax Number:	
1.7.6 Email Address:	
1.8 Academic and Professional Qualifications:	Promoter <input type="checkbox"/>
1.9 Status:	Director <input type="checkbox"/> Chief Executive Officer <input type="checkbox"/>

2 Experience Detail:

2.1 Current Position (describing office held presently with the name of the company/association/ Institution/ business entity, etc., and work responsibilities related to such office held indicating length of period of such experience with reference dates):

- (i) _____
-
- (ii) _____
-

2.2 Previous experience related to main objects of the company/proposed company

(i)

ii)

2.3 Other Experience details:

(i)

(ii)

Note: if needed, separate extra sheets can be used for each item