

JOB DESCRIPTION OF HALAL ISLAMIC AFFAIRS EXPERT

Title	ISLAMIC AFFAIRS EXPERT/ SHARIAH MEMBER
Reports To:	SHARIAH DEPARTMENT HEAD/MANAGEMENT

Key Responsibilities

- To process applications that include evaluation, inspection, review, and recommendation for certification of products, services and processes Islamic rules.
- Main point of contact for certification decision and Shariah concern

Main Task and Duties

- Communicates with the auditors/engineers the requirements about shariah to obtain Certification.
- Evaluation of the documents submitted by the auditors for Islamic rules and requirements related to Halal Certification.
- Current principles and understanding of relevant management system for shariah aspect.
- Identification and risk for assessment of Halal Risk related to shariah requirements.
- Correction and corrective actions to be taken with regards to Halal matters
- Laws and regulation relevant shariah aspect for Halal certification.
- Assess the product, services and processes against applicable Shariah compliance standards
- Good understanding of the fundamental rules and conditions related to Halal particularly animal slaughtering according to Islamic rule and requirements of relevant Halal standard.
- Demonstrate and ability to provide expertise in the Islamic rules related to Halal certification area.
- Reporting of Review findings about shariah concern
- Conduct document review/Audit report according to the requirements of applicable scheme based on shariah aspect.
- Conduct and coordinate with certificate decision committee for certification review and approval
- Reviews evaluation reports for granting or denial of certification related to shariah
- Timely and correct issuance of Certificate of Conformity.
- Update the status related to certification review from shariah part (i.e. Company name, certified products, assessment log and etc.)
- Coordinates with assessor/auditors/inspectors to conduct necessary Evaluation/ audit/ inspection activities related to Shariah requirements.
- Creates and maintains good working relationships with auditors/engineers and associates & Fatwa committees for updates and progress.
- Keep updated on Operations Procedures and Policy Matters
- Provide suggestion and assistance in the maintaining the Shariah compliance and issues in shariah.
- Attend the technical meetings and Shariah related conferences to understand and promote Halal and HAS Certification.
- Provides timely and effective responses to auditors concerning certification queries related to shariah.
- Make suggestions on improving effectiveness and efficiency of the department.
- Undertake any additional duties as delegated by the / Immediate Superior to assist in the achievement of department objectives

Requirements

Professional Qualifications

- Graduate of education in Halal Islamic rules or Similar Islamic affairs experts

Experience and Knowledge

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<ul style="list-style-type: none"> ▪ Graduate of shariah/ diploma or Similar shariah Qualifications ▪ Experience for certification activities or Shariah Opinion. ▪ Related training for the product being evaluated ▪ Familiarity with the standards on conformity ▪ General knowledge of accreditation rules ▪ Excellent writing, speaking, communications and computer skills <p>Languages</p> <ul style="list-style-type: none"> ▪ English and/or Arabic
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Additional Information
<ul style="list-style-type: none"> ▪ Result oriented, Team player, works on own initiative, adaptable, multi-tasking are required skills

Staff Member Name:	
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Recommended by: HR Department	Approved by: Chief Executive Officer/MD	Accepted by:
Date:	Date:	Date: