



Sikh Association of Australia Inc., Penrith

Punjabi Community School and Gurdwara Sahib, Penrith



Email: saapenrith@gmail.com

Employment Notice Granthi-cum- Punjabi School Teacher Aide-/IT-Support

Sikh Association of Australia, Penrith (established 2004) is dedicated to promote an understanding of Sikh philosophy, religion and culture in the Western Sydney districts. We provide a place and environment conducive to the learning of Punjabi language, traditions and teachings of our Gurus. The Association provides a common meeting ground for people interested in Sikh culture and philosophy and to exchange ideas with other ethnic, cultural, community and religious groups.

The Association is looking for a suitably qualified and trained Granthi cum Punjabi School Aide and IT support person.

Eligibility

- Gurmat education from a recognized institution. Knowledge and experience of reading the Sri Guru Granth Sahib ji. Professional Tabla player experienced in performing along with Kirtan - singing hymns.
- Computer knowledge (MS-Power point, MS-Word, Adode reader, any mixing software). Knowledge of website operations
- Fluency in written and spoken English language.
- At least 2 years relevant experience.
- Ability and willingness to work as a member of a team
- Must be a practising Amritdhari Sikh

Duties

- Assist in smooth running of Gurdwara Sahib. This includes performing daily religious activities in line with the teachings of the Sikh Religion such as daily worship and officiating special ceremonies like marriages, births and deaths.
- Maintain and update website on regular basis and daily programs on electronic screens
- Teach Punjabi language, kirtan, path and preparing students for stage performances
- Deal with community members and provide general assistance including booking of program telephonically, physically or through website
- Maintain store records and other transactions. Assist in the overall look-after of Gurdwara premises
- Other duties as specified by the Association management.

Remuneration:

Appropriate remuneration package including monthly wages (AUS\$800 plus equal share of offerings), accommodation, food, medical insurance and Economy class air travel to & from India.

How to apply

Send your completed application, proof of education and experience and details of testimonials to: saapenrith@gmail.com latest by 30th November 2024.

Document check list:

Please prepare a CV/Resume/Biodata that has the following sections.

- Full Name, Date of Birth and Permanent Address
- Education Qualification
- Experience and Skills
- Details of all Overseas Visits for any purpose with exact Dates.
- Details of all Visa refusals, including purpose of visa and reason for refusal.
- Explanation to all the eligibility requirements in English.
- Attach the Signed Declaration Form

Declaration:

- Declaration is required from all the applicants about their character, criminal record, existing visas and current visa applications.

Accommodation:

Successful applicant is required to reside on Gurdwara premises where lodging and boarding provided by the Employer.

Contract Period:

Fixed Term two years.

Probation Period:

3 Months

Note : Only shortlisted candidates would be contacted.