

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld.2 (27)

28 November 2013
24 Muharram 1434

PEKELILING PENTADBIRAN BIL. 46/2013

Semua Staf Akademik
Universiti Teknologi Malaysia

PERMOHONAN JAWATAN PENTADBIR AKADEMIK UNIVERSITI

Dengan hormatnya dimaklumkan bahawa akan wujud kekosongan bagi jawatan pentadbir akademik seperti berikut:-

A. Pengarah

- i) Pusat Inovasi dan Pengkomersilan (ICC)
- ii) Pusat Ekuin

B. Timbalan Pengarah

- i) Biokeselamatan dan Sinaran,
Pejabat Persekitaran, Keselamatan dan Kesihatan Pekerjaan (OSHE)
- ii) Inovasi, Pusat Inovasi dan Pengkomersilan (ICC)
- iii) Infrastruktur ICT, Pusat Teknologi Maklumat dan Komunikasi (CICT)

C. Penolong Pengarah

- i) Pusat Islam UTM Kuala Lumpur

D. Pengurus

- i) Perancangan Strategik & 'Knowledge Management', Hal Ehwal Korporat
- ii) Pusat Pengurusan Bahan Kimia (CMC), Unit Pengurusan Makmal Universiti

2. Mengikut kaedah baru yang ditetapkan oleh pihak Pengurusan Universiti, proses pemilihan akan dilaksanakan secara terbuka dan haruslah memaklumkan kekosongan jawatan bagi membolehkan semua staf akademik universiti yang berminat mengemukakan permohonan.

3. Kriteria pemilihan bagi jawatan ini adalah seperti berikut:

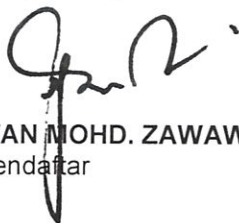
- i) Seorang ahli akademik yang cemerlang, berwibawa serta mempunyai ciri-ciri kepimpinan dan cemerlang serta dihormati.
- ii) Mempunyai pemikiran dan sikap yang proaktif serta mampu mengurus kepelbagaian dalam apa jua situasi.
- iii) Seorang yang mempamerkan sifat kepimpinan melalui teladan kepada mereka yang dibawah pimpinannya.
- iv) Mempunyai perwatakan yang dinamik serta bertanggungjawab dan komited kepada tugas dan tanggungjawab berdasarkan nilai-nilai murni masyarakat dan Negara.
- v) Berkeupayaan mengenalpasti konflik dan mengurusnya dengan baik serta berhemah.

- vi) Mempunyai potensi untuk menyumbang secara berkesan terhadap pembangunan Universiti dan pendidikan tinggi negara secara keseluruhannya.
4. Sehubungan dengan itu, semua staf akademik boleh mengemukakan permohonan masing-masing secara bersurat sebelum **31 Disember 2013** untuk dipertimbangkan ke jawatan tersebut.
5. Surat permohonan tersebut hendaklah disertakan dengan lampiran berikut:
- i) *Curriculum Vitae* yang lengkap dan kemaskini;
 - ii) Anugerah dan hadiah yang berprestij di peringkat kebangsaan dan antarabangsa; dan
 - iii) Sumbangan-sumbangan besar dan bermakna bagi pembangunan Fakulti dan Universiti.
6. Semua permohonan untuk dipertimbangkan ke jawatan tersebut, hendaklah dimasukkan ke dalam sampul surat bertaraf – **SULIT** – dengan menulis jawatan yang dipohon di penjuru kanan sampul surat dan dihantar kepada Timbalan Pendaftar Kanan, Bahagian Pengurusan Modal Insan, Pejabat Pendaftar UTM Johor Bahru sebelum tarikh tutup seperti yang dinyatakan di atas.

Sekian dimaklumkan, terima kasih.

“Berkhidmat untuk Negara kerana Allah”

Yang benar,



WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN
Pendaftar

- s.k.
- YBhg Naib Canselor
 - YBhg Timbalan Naib Canselor (Penyelidikan & Inovasi)
 - YBhg Timbalan Naib Canselor (Akademik & Antarabangsa)
 - YBhg Timbalan Naib Canselor (Pembangunan)
 - YBhg Timbalan Naib Canselor (Hal Ehwal Mahasiswa & Alumni)
 - Pengarah Kampus UTM Kuala Lumpur
 - Bendahari
 - Ketua Pustakawan
 - Pengarah Kerja, Pejabat Harta Bina
 - Pegawai-pegawai Kanan/Dekan/Pengarah

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ADMINISTRATIVE CIRCULAR NO. 46/2013

All Academic Staff
Universiti Teknologi Malaysia

APPLICATION FOR THE POSITION OF UNIVERSITY ACADEMIC ADMINISTRATOR

Please be informed that there will be a vacancy for the following university academic administrator position:-

A. Director

- i) Innovation & Commercialization Center (ICC)
- ii) Equine Center

B. Deputy Director

- i) Biosafety & Radiation, Office of Safety Health and Environment (OSHE)
- ii) Innovation, Innovation & Commercialization Center (ICC)
- iii) Infrastructur ICT, Center for Information & Communication Technology (CICT)

C. Assistant Director

- i) Islamic Center UTM Kuala Lumpur

D. Manager

- i) Strategic Planning & Knowledge Management, Office of Corporate Affairs
- ii) Chemical Management Center (CMC), Laboratory Management Unit

2. Following the new rules laid down by the University Management, the selection process will be implemented openly, where any vacancies of any positions will be publicised to enable all interested university faculty members to submit their applications.

3. The selection criteria for this position are as follows:

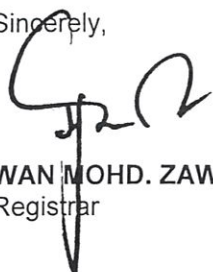
- i) Is an excellent, reputable and competent faculty member, possessing excellent leadership qualities.
- ii) Has a proactive mindset and attitude, and able to manage diversity in any situations.
- iii) Displays leadership qualities through 'leading by example' to his/her subordinates.
- iv) Possesses a dynamic character and is responsible and committed to his/her duties and responsibilities based on the values of the society and nation.
- v) Has the ability to identify and manage conflicts effectively and prudently.
- vi) Has the potential to make effective contributes towards the development of the University and the nation's higher education as a whole.

4. In line with this, all faculty members can submit their letter of application before **December 31, 2013** to be considered for the above mentioned position.
5. The application letter must be accompanied by the following attachments:
 - i) Comprehensive and updated Curriculum Vitae;
 - ii) Validation letters and certificates pertaining to awards and prestigious prizes won at the national and international levels; and
 - iii) Proof of substantial and significant contributions made for the development of the Faculty and the University.
6. All applications for the consideration of the said position are to be placed in an envelope marked – **CONFIDENTIAL** – with the position applied for written on the right upper corner of the envelope, and sent to the Senior Deputy Registrar, Human Capital Management Division, Office of the Registrar, UTM Johor Bahru before the closing date as stated above.

Thank you.

“Berkhidmat untuk Negara kerana Allah”

Sincerely,



WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN
Registrar

- c.c
- Vice Chancellor
 - Deputy Vice Chancellor (Research & Innovation)
 - Deputy Vice Chancellor (Academic & International)
 - Deputy Vice Chancellor (Development)
 - Deputy Vice Chancellor (Student Affairs & Alumni)
 - Director of UTM Kuala Lumpur
 - Bursar
 - Chief Librarian
 - Director of Works, Office of Asset and Development
 - Senior Officers / Deans / Directors