

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld 3 (13)

30 Jun 2015
13 Ramadan 1436H

PEKELILING PENTADBIRAN BIL.18/2015

Semua Staf Akademik
Universiti Teknologi Malaysia

PERMOHONAN JAWATAN PENTADBIR AKADEMIK UNIVERSITI UNIVERSITI TEKNOLOGI MALAYSIA

Dengan hormatnya dimaklumkan bahawa akan wujud kekosongan bagi jawatan pentadbir akademik di Universiti Teknologi Malaysia seperti berikut:-

- i. **Pengarah Kerja, Pejabat Harta Bina**
- ii. **Pengarah Kanan, Unit Perhubungan Alumni, Pejabat Hal Ehwal Mahasiswa & Alumni**
- iii. **Pengarah, Pusat Kerjaya UTM**
- iv. **Pengarah, Unit Penajaan & Endowmen**
- v. **Pengarah Hal Ehwal Korporat, Pejabat Hal Ehwal Korporat**
- vi. **Timbalan Pengarah (Pengkomputeran Akademik), Pusat Teknologi Maklumat dan Komunikasi**
- vii. **Timbalan Pengarah Pengkomersilan, Pusat Inovasi & Pengkomersilan**
- viii. **Timbalan Dekan (Pembangunan Akademik), Pejabat Pengajian Pra Siswazah**

2. Pihak pengurusan Universiti telah menetapkan bahawa 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 **9 Julai 2015** 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, Seksyen Governan, Pejabat Pendaftar UTM Johor Bahru sebelum tarikh tutup seperti yang dinyatakan di atas.

Sekian dimaklumkan, terima kasih.

“Berkhidmat untuk Negara kerana Allah”

Yang benar,


ABD JALEL BIN AHMAD
b.p Pendaftar

- s.k.
- YBhg Naib Canselor
 - YBhg Timbalan Naib Canselor (Penyelidikan & Inovasi)
 - YBhg Timbalan Naib Canselor (Akademik & Antarabangsa)
 - YBhg Timbalan Naib Canselor (Hal Ehwal Mahasiswa & Alumni)
 - YBhg Timbalan Naib Canselor (Pembangunan)
 - Pengarah Kampus UTM Kuala Lumpur
 - Pegawai-pegawai Kanan/Dekan/Pengarah

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ADMINISTRATIVE CIRCULAR NO.18/2015

All Academic Staff
Universiti Teknologi Malaysia

APPLICATION FOR THE POSITION OF UNIVERSITY ACADEMIC ADMINISTRATOR UNIVERSITY TEKNOLOGY MALAYSIA

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

- i. **Director of Works, Office of Asset & Development**
- ii. **Senior Director of Alumni Liaison Unit, Office of Students Affairs & Alumni**
- iii. **Director of UTM Career Centre**
- iv. **Director of Endowment Unit**
- v. **Director of Corporate Affairs, Office of Corporate Affairs**
- vi. **Deputy Director of Academic Computing, Centre for Information & Communication Technology**
- vii. **Deputy Director of Commercialization, Innovation & Commercialization Centre**
- viii. **Deputy Dean of Academic Development, Office of Undergraduate Studies**

2. The University has decided the selection process will be implemented openly, where any vacancy of any positions will be publicised to enable all interested university faculty members to submit their applications.

3. The selection criteria for the above positions 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 academic staff can submit their letter of application before **July 9, 2015** to be considered for the above mentioned position.

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5. The application letter must be accompanied by the following attachments:

- iv) Comprehensive and updated Curriculum Vitae;
- v) Validation letters and certificates pertaining to awards and prestigious prizes won at the national and international levels; and
- vi) Proof of substantial and significant contributions made for the development of the Faculty and the University.

6. All applications for the said positions are to be submitted in an envelope marked – **CONFIDENTIAL** – with the position applied for written on the right upper corner of the envelope, and sent to the Deputy Registrar, Section of Governance, Office of the Registrar, UTM Johor Bahru before the closing date as stated above.

Thank you.

“Berkhidmat untuk Negara kerana Allah”

Sincerely,


ABD JALEL BIN AHMAD
On behalf of the Registrar

- c.c
- YBhg Vice Chancellor
 - YBhg Deputy Vice Chancellor (Research & Innovation)
 - YBhg Deputy Vice Chancellor (Academic & International)
 - YBhg Deputy Vice Chancellor (Student Affairs & Alumni)
 - YBhg Deputy Vice Chancellor (Development)
 - Director of UTM Kuala Lumpur
 - Senior Officers / Deans / Directors