

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld.3 (14)

7 Julai 2015
20 Ramadan 1436

PEKELILING PENTADBIRAN BIL. 19/2015

PELAKSANAAN PROGRAM SIJIL PENTADBIR MUDA UNTUK STAF KUMPULAN PENGURUSAN DAN PROFESIONAL (GRED 41 & KE ATAS)

Pihak Universiti melalui Mesyuarat Jawatankuasa Pengurusan UTM BIL. 10/2015 bersetuju melaksanakan program Sijil Pentadbir Muda untuk Staf Kumpulan Pengurusan dan Profesional (Gred 41 dan ke atas) di Universiti Teknologi Malaysia sebagai salah satu syarat tambahan bagi tujuan pengesahan jawatan.

2. Pegawai yang disyaratkan mengikuti Program Sijil Pentadbir Muda adalah Pegawai Lantikan Pertama yang dilantik pada atau selepas 1 Julai 2015 yang berkhidmat secara tetap dalam perkhidmatan di UTM. Selain itu, Pegawai UTM yang terdiri daripada Kumpulan Pengurusan dan Profesional turut digalakkan mengikuti program ini sebagai salah satu keperluan latihan kompetensi mereka.

3. Reka bentuk kurikulum Program Sijil Pentadbir Muda adalah berorientasikan *learner-centred* iaitu berasaskan modul yang melibatkan aktiviti-aktiviti seperti yang berikut:

- i. Kuliah dan perbincangan,
- ii. Amali dan sesi *hands-on*, dan
- iii. Penilaian berasaskan ujian dan tugas.

4. Sehubungan dengan itu, semua staf Kumpulan Pengurusan dan Profesional (Gred 41 dan ke atas) diminta mengambil perhatian dan tindakan sewajarnya.

Sekian dimaklumkan. Terima kasih.

"Berkhidmat untuk Negara kerana Allah"

Yang benar,


HJ. ABD. JALEL BIN AHMAD
b.p. Pendaftar

- s.k.
- YBhg. Datuk 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
 - Bendahari
 - Pengarah Kerja, Pejabat Harta Bina
 - Pegawai-Pegawai Kanan/ Dekan/ Pengarah

No. Siri Dokumen: 20150706400

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ADMINISTRATIVE CIRCULAR NO. 19/2015

IMPLEMENTATION OF THE YOUNG ADMINISTRATOR CERTIFICATION PROGRAMME FOR STAFF UNDER THE MANAGEMENT AND PROFESSIONAL GROUP (GRADE 41 & ABOVE)

The University, through the UTM Management Committee Meeting bearing the reference no. 10/2015, has endorsed the implementation of the Young Administrator Certification Programme for staff under the Management and Professional group (Grade 41 and above) at Universiti Teknologi Malaysia, as an **additional condition for confirmation purposes.**

2. Officers required to attend the Young Administrator Certification Programme are those **Appointed for the First Time** on or after **1 July 2015** at UTM under the permanent appointment tenure. Other UTM Officers from the Management and Professional group are also encouraged to follow this programme as one of their competency training needs.

3. The Young Administrator Certification Programme curriculum has been designed to be learner-centred, based on modules that involve the following activities:

- i. Lectures and discussions,
- ii. Practical and hands-on sessions, and
- iii. Assessments based on tests and assignments.

4. Hence, all staff members under the Management and Professional group (Grade 41 and above) are requested to take note of the matter, and act accordingly.

Thank you.

"Berkhidmat untuk Negara kerana Allah"

Best regards,


HJ. ABD. JALEL BIN AHMAD
On behalf of the Registrar

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

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