UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 4 (44)

25 April 2017
28 Rejab 1438H

PEKELILING PENTADBIRAN BIL.11/2017

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.	**Timbalan Pengarah (Pengkomputeran Akademik), CICT**
ii.	**Timbalan Pengarah Unit Sekretariat Universiti Penyelidikan, RMC**
iii.	**Timbalan Dekan (Kursus Ko-Kurikulum & Pembelajaran Servis), UGS**
iv.	**Timbalan Dekan (Pembangunan Akademik Prasiswazah), UGS**
v.	**Penolong Pengarah Pusat Islam, UTMKL**
vi.	**Pengurus, Pusat Keusahawanan Teknologi UTM, UTMTEC**
vii.	**Pengurus Teknologi Maklumat, Sekolah Pengajian Siswazah**
viii.	**Pengurus Akademik (Penyelidikan & Biasiswa), Sekolah Pengajian Siswazah**
ix.	**Pengurus Pemantauan Kualiti Akademik, UTM QRiM**

2.   Pihak pengurusan Universiti telah menetapkan bahawa proses pemilihan akan dilaksanakan secara terbuka dan kekosongan jawatan haruslah dimaklumkan 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 yang 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, staf akademik yang berminat boleh mengemukakan permohonan masing-masing secara bersurat sebelum **9 Mei 2017** untuk dipertimbangkan ke jawatan tersebut.
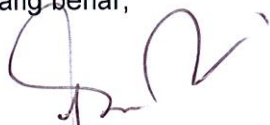
5.   Surat permohonan tersebut hendaklah disertakan dengan lampiran berikut:

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.

iv)   Permohonan hendaklah menggunakan Borang A yang boleh dimuat turun melalui registrar.utm.my/hcm/pentadbir-akademik.

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.

Sekian dimaklumkan, terima kasih.

"Berkhidmat untuk Negara kerana Allah"

Yang benar,

DATO' WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN
Pendaftar

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

UNIVERSITI TEKNOLOGI MALAYSIA

ADMINISTRATIVE CIRCULAR NO.11/2017

All Academic Staff
Universiti Teknologi Malaysia

APPLICATION FOR THE POSITION OF UNIVERSITY ACADEMIC ADMINISTRATOR UNIVERSITI TEKNOLOGI MALAYSIA

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

i.	**Deputy Director (Application Development Management), CICT**
ii.	**Deputy Director (Research University Secretariat), RMC**
iii.	**Deputy Dean (Centre for Co-Curriculum Courses and Service Learning), UGS**
iv.	**Deputy Dean (Academic Development), UGS**
v.	**Assistant Director, UTM Islamic Centre, Kuala Lumpur**
vi.	**Manager, UTM Technology Entrepreneurship Centre, UTMTEC**
vii.	**Information Technology Manager, SPS**
viii.	**Academic Manager (Research and Scholarship), SPS**
ix.	**Manager, Quality Academic Monitoring, UTM QRiM**

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 **May 9, 2017** to be considered for the above mentioned position.
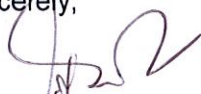
5.   The application letter must be accompanied by the following attachments:

    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

    i)   Proof of substantial and significant contributions made for the development of the Faculty and the University.

    ii)   All Applications must use Form A which can be downloaded via registrar.utm.my/hcm/pentadbir

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.

Thank you.

"Berkhidmat untuk Negara kerana Allah"

Sincerely,

DATO' 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 (Student Affairs & Alumni)
    -   Deputy Vice Chancellor (Development)
    -   Pro-Vice-Chancellor, (UTM Kuala Lumpur Campus)
    -   Senior Officers / Deans / Directors

Academic Administrator/shi/2017