

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld.5 (12)

28 Januari 2018
11 Jamadilawal 1439H

PEKELILING PENTADBIRAN BIL.7/2018

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. Dekan, Pejabat Pengajian Prasiswazah
- ii. Pengarah Institut, Advanced Membrane Technology Research Centre (AMTEC)
- iii. Pengarah, UTM Ocean Thermal Energy Centre (UTM OTEC)
- iv. Pengarah, Unit Dana Wakaf Pendidikan UTM, Pejabat Timbalan Naib Canselor (Pembangunan)
- v. Pengarah, Bahagian Pengurusan Perniagaan, Pejabat Timbalan Naib Canselor (Pembangunan)
- vi. Timbalan Pengarah, Pusat Kepimpinan Akademik dan Pembangunan Profesional, UTMLead
- vii. Timbalan Pengarah, Disaster Preparedness and Prevention, MJIT
- viii. Timbalan Pengarah, Pengkomputeran Akademik, CICT
- ix. Timbalan Pengarah, Pusat Inovasi dan Pengkomersilan, UTMJR
- x. Timbalan Pengarah, Pusat Inovasi dan Pengkomersilan, UTMKL
- xi. Deputy Doan (Liaison & Internationalisation), MJIT
- xii. Pengurus (Student Experience), IITM International
- xiii. Pengurus, Pusat Pengurusan Bahan Kimia (CMC), Unit Pengurusan Makmal Universiti
- xiv. Pengurus, Pusat Ekuin UTM, Pejabat Timbalan Naib Canselor (Pembangunan)

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 **15 Februari 2018** untuk dipertimbangkan ke jawatan tersebut.

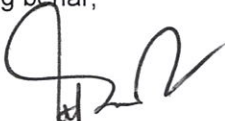
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5. Surat permohonan tersebut hendaklah disertakan dengan lampiran berikut:
- i) *Curriculum Vitae* yang lengkap dan kemaskini;
 - ii) Anugerah dan hadiah yang berprestij di peringkat kebangsaan dan antarabangsa; dan
 - iii) Sumbangan-sumbangan besar 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 (Pembangunan)
 - Timbalan Naib Canselor (Penyelidikan dan Inovasi)
 - Timbalan Naib Canselor (Akademik dan Antarabangsa)
 - Timbalan Naib Canselor (Hal Ehwal Pelajar)
 - Pro-Naib Canselor (Kampus UTM Kuala Lumpur)
 - Pengarah Pusat Penyelidikan-Kampus Pagoh
 - Pegawai-pegawai Kanan/Dekan/Pengarah

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld.5 (12)

28 January 2018
11 Jamadilakhir 1439H

ADMINISTRATIVE CIRCULAR NO. 7/2018

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. **Dean, Office of Undergraduate Studies**
- ii. **Director of Institute, Advanced Membrane Technology Research Centre (AMTEC)**
- iii. **Director, UTM Ocean Thermal Energy Centre (UTM OTEC)**
- iv. **Director, Unit Dana Wakaf Pendidikan UTM, Office of Deputy Vice Chancellor (Development)**
- v. **Director, Business Management Division, Office of Deputy Vice Chancellor (Development)**
- vi. **Deputy Director, Centre of Academic Leadership and Professional Development (CALPD), UTMLead**
- vii. **Deputy Director, Disaster Preparedness and Prevention, MJIT**
- viii. **Deputy Director, Pengkomputeran Akademik, CICT**
- ix. **Deputy Director, Innovation and Commercialisation Centre, UTMJB**
- x. **Deputy Director, Innovation and Commercialisation Centre, UTMKL**
- xi. **Deputy Dean (Liaison & Internationalisation), MJIT**
- xii. **Manager (Student Experience), UTM International**
- xiii. **Manager, Chemical Management Centre (CMC), University Lab Management Unit**
- xiv. **Manager, UTM Equin Park, Office of Deputy Vice Chancellor (Development)**

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 **February 15, 2018** to be considered for the above mentioned position.

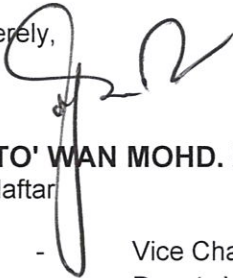
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5. The application letter must be accompanied by the following attachments:
- i) Comprehensive and updated Curriculum Vitae;
 - ii) Validation letters and certificates pertaining to awards and prestigious prizes won at the national and international 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)

Pendaftar

- c.c
- Vice Chancellor
 - Deputy Vice Chancellor (Research & Innovation)
 - Deputy Vice Chancellor (Academic & International)
 - Deputy Vice Chancellor (Student Affairs)
 - Deputy Vice Chancellor (Development)
 - Pro-Vice-Chancellor (UTM Kuala Lumpur Campus)
 - Director, Research Centre, UTM - Pagoh Education Hub
 - Senior Officers / Deans / Directors