

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/27 Jld.3(65)

18 April 2019
12 Syaaban 1440H

SURAT PEKELILING PENTADBIRAN BIL. 4/2019

Semua Staf Akademik
Akademi Bahasa
Akademi Tamadun Islam
Fakulti Sains Sosial dan Kemanusiaan
Universiti Teknologi Malaysia

PERMOHONAN JAWATAN PENTADBIR AKADEMIK UNIVERSITI FAKULTI SAINS SOSIAL DAN KEMANUSIAAN

Dengan hormatnya dimaklumkan bahawa akan wujud kekosongan bagi jawatan pentadbir akademik di Fakulti Sains Sosial dan Kemanusiaan, Universiti Teknologi Malaysia seperti berikut:-

- i) Naib Pengerusi, Akademi Bahasa**
- ii) Naib Pengerusi, Akademi Tamadun Islam**
- iii) Pengurus Fasiliti**

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.

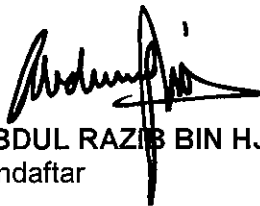
4. Sehubungan dengan itu, staf akademik yang berminat boleh mengemukakan permohonan masing-masing secara bersurat sebelum **25 April 2019** untuk dipertimbangkan ke jawatan tersebut.

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 Permohonan/ Pencalonan Jawatan Pentadbir Akademik (PP/PA/SC/2016-1) 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 ”

Saya yang menjalankan amanah,



(ABDUL RAZIB BIN HJ. SHAHUDDIN)
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

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ADMINISTRATIVE CIRCULAR LETTER NO. 4/2019

All Academic Staff
Language Academy
Civilisation Academy
Faculty of Sciences and Humanities
Universiti Teknologi Malaysia

**APPLICATION FOR THE POSITION OF UNIVERSITY ACADEMIC ADMINISTRATOR
FACULTY OF SCIENCES AND HUMANITIES**

Please be informed that there will be a vacancy for the following university academic administrator position at the Faculty of Sciences and Humanities, Universiti Teknologi Malaysia:-

- i) Associate Chair, Language Academy**
- ii) Associate Chair, Civilisation Academy**
- iii) Facility Manager**

2. The University Management has stipulated that the selection process be implemented openly, where any vacancy of any positions will be publicised to enable all interested university faculty members to submit their respective 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 has the ability to manage diversity in any situations.
- iii) Displays leadership qualities through leading by example to subordinates.
- iv) Possesses a dynamic character and is responsible and committed to fulfilling duties and responsibilities, underpinned by the noble values of the society and nation.
- v) Has the ability to identify and manage conflicts effectively and judiciously.
- vi) Has the potential to make effective contributes towards the development of the University and the nation's higher education as a whole.

4. Accordingly, all interested academic staff can submit their respective applications in writing before **25 April 2019** to be considered for the above mentioned position.

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

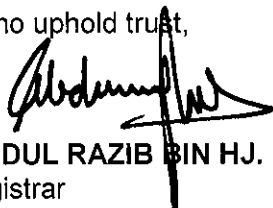
- i) Comprehensive and updated Curriculum Vitae;
- ii) Validation letters and certificates pertaining to awards and prestigious prizes won at the national and international levels; and
- iii) Proof of substantial and significant contributions made for the development of the Faculty and the University.
- iv) Each application is to be submitted using *Borang Permohonan/ Pencalonan Jawatan Pentadbir Akademik (PP/PA/SC/2016-1)* [Application/Nomination for Academic Administrator Post Form-PP/PA/SC/2016-1] which can be downloaded via registrar.utm.my/hcm/pentadbir-akademik.

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

Thank you.

“Berkhidmat untuk Negara kerana Allah”

I, who uphold trust,



(ABDUL RAZIB BIN HJ. SHAHUDDIN)
Registrar

- 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