

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.01/10.12/2 (1)

3 Disember 2020
17 Rabiulakhir 1442H

PEKELILING PENTADBIRAN BIL.57/2020

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 Institut, Institut Penyelidikan Pelestarian Alam Sekitar (RISE)
- ii. Pengarah Institut, Institut Kejuruteraan Berpusatkan Manusia (iHumEn)
- iii. Pengarah, Institut Voltan & Arus Tinggi (IVAT)
- iv. Pengarah, Pusat Kejuruteraan Forensik (FEC)
- v. Pengarah, Pusat Inovasi Perancangan dan Pembangunan (CIPD)
- vi. Pengarah, Pusat Kajian Harta Tanah (CRES)
- vii. Pengarah, Pusat Pengurusan Makmal Universiti
- viii. Pengarah, Pusat Penyelidikan UTM Pagoh
- ix. Timbalan Pengerusi (Program Pesisir & Khas), SPS
- x. Timbalan Pengerusi (Akademik dan Pembangunan Pelajar), UTM SPACE KL
- xi. Timbalan Pengarah (*Global Strategy & Engagement Division*), UTM International
- xii. Timbalan Pengarah (Pengurusan Media & Komunikasi), HEK
- xiii. Timbalan Pengarah (Projek, Jaringan Industri dan Korporat), RMC
- xiv. Timbalan Pengarah (Pusat Kepimpinan Akademik dan Pembangunan Profesional), UTMLead

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 **14 Disember 2020** untuk dipertimbangkan ke jawatan tersebut.

5. Surat permohonan tersebut hendaklah disertakan dengan lampiran berikut:

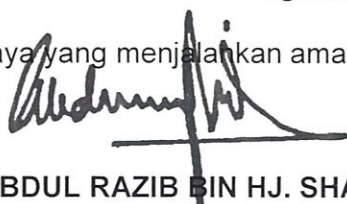
- i) *Curriculum Vitae* yang lengkap dan kemaskini;
- ii) Anugerah dan hadiah yang berprestij di peringkat kebangsaan dan antarabangsa; dan
- iii) Sumbangan-sumbangan besar dan bermakna bagi pembangunan Fakulti dan Universiti.
- iv) Permohonan hendaklah menggunakan Borang Permohonan/ Pencalonan Jawatan Pentadbir Akademik (PP/PA/SC/2016-1) yang boleh dimuat turun melalui <http://registrar.utm.my/governan/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, Jabatan Pendaftar, UTM Johor Bahru sebelum tarikh tutup.

Sekian dimaklumkan, terima kasih.

“Berkhidmat untuk Negara kerana Allah”

Saya yang menandatangani 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-UTM Pagoh
 - Pegawai-pegawai Kanan/Dekan/Pengarah

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ADMINISTRATIVE CIRCULAR NO.57/2020

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. Institute Director, Research Institute for Sustainable Environment (RISE)
- ii. Institute Director, Institute of Human Centered Engineering (iHumEn)
- iii. Director, Institute of High Voltage & High Current (IVAT)
- iv. Director, Centre for Forensic Engineering (FEC)
- v. Director, Centre for Innovative Planning and Development (CIPD)
- vi. Director, Centre of Real Estate Studies (CRES)
- vii. Director, University Laboratory Management Centre
- viii. Director, UTM Pagoh Research Centre
- ix. Associate Chair (Offshore & Special Program), SPS
- x. Associate Chair (Academic and Student Development), UTM SPACE KL
- xi. Deputy Director (Global Strategy & Engagement Division), UTM International
- xii. Deputy Director (Media Management and Corporate Communication), HEK
- xiii. Deputy Director (Project, Industrial Linkages & Corporate), RMC
- xiv. Deputy Director (Centre for Academic Leadership), UTMLead

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:

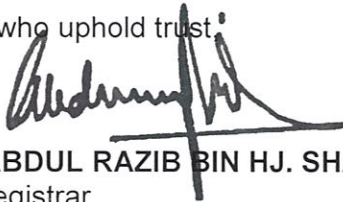
- i) Is an excellent, reputable and competent faculty member, possessing excellent leadership qualities.
- ii) Has a proactive mindset and attitude, and able to manage diversity in any situations.
- iii) Displays leadership qualities through 'leading by example' to his/her subordinates.
- iv) Possesses 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 **December 14, 2020** 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 *Borang Permohonan / Pencalonan Jawatan Pentadbir Akademik (PP/PA/SC/2016-1)* which can be downloaded via registrar.utm.my/hcm/pentadbir-akademik.
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, Governance Section, Department 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