

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.01/10.12/27 (13)

25 Mei 2021
13 Syawal 1442

SURAT PEKELILING PENTADBIRAN BIL. 8/2021

Semua Staf Akademik
Institut Teknologi Antarabangsa Malaysia-Jepun
Universiti Teknologi Malaysia

PERMOHONAN JAWATAN PENTADBIR AKADEMIK UNIVERSITI INSTITUT TEKNOLOGI ANTARABANGSA MALAYSIA-JEPUN

Dengan hormatnya dimaklumkan bahawa akan wujud kekosongan bagi jawatan pentadbir akademik di Institut Teknologi Antarabangsa Malaysia-Jepun, Universiti Teknologi Malaysia seperti berikut:

- i) **Pengurus Akademik (Pascasiswazah)**
 - ii) **Pengurus Fasiliti**
 - iii) **Pengurus, MJIT-UTM Pagoh**
2. Pihak pengurusan Universiti telah menetapkan bahawa proses pemilihan akan dilaksanakan secara terbuka dan kekosongan jawatan haruslah dimaklumkan bagi membolehkan semua staf akademik fakulti yang berminat mengemukakan permohonan.
3. Kriteria pemilihan bagi jawatan ini adalah seperti berikut:
- i) Seorang ahli akademik fakulti 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 mengenal pasti 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 **06 Jun 2021** untuk dipertimbangkan ke jawatan tersebut.
5. Surat permohonan tersebut hendaklah disertakan dengan lampiran berikut:
 - i) *Curriculum Vitae* yang lengkap dan kemas kini;
 - 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 penjurukan sampul surat dan dihantar kepada Timbalan Pendaftar, Pejabat Pendaftar, Jabatan Pendaftar, UTM Johor Bahru sebelum tarikh tutup.

Sekian dimaklumkan, terima kasih.

“Prihatin Rakyat: Darurat Memerangi COVID-19”

“Berkhidmat untuk Negara kerana Allah”

Saya yang menjalankan amanah,



(NOR AZIZAH BINTI ISMAIL)

Menjalankan Tugas 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 LETTER NO. 8/2021

All Academic Staff
Malaysia-Japan International Institute of Technology
Universiti Teknologi Malaysia

APPLICATION FOR THE POSITION OF UNIVERSITY ACADEMIC ADMINISTRATOR MALAYSIA-JAPAN INTERNATIONAL INSTITUTE OF TECHNOLOGY

Please be informed that there will be a vacancy for the following University academic administrator position at the Malaysia-Japan International Institute of Technology, Universiti Teknologi Malaysia:

- i) **Academic Manager (Postgraduate)**
- ii) **Manager, Facility**
- iii) **Manager, MJIT-UTM Pagoh**

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 academic Faculty members, 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 **6 June 062021** 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 <http://registrar.utm.my/governan/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, Office of the Registrar, Department of the Registrar, UTM Johor Bahru, before the closing date.

Thank you.

“Prihatin Rakyat: Darurat Memerangi COVID-19”

“Berkhidmat untuk Negara kerana Allah”

I, who uphold trust,



(NOR AZIZAH BINTI ISMAIL)

Acting Registrar

- c.c. - Vice-Chancellor
- Deputy Vice-Chancellor (Development)
 - Deputy Vice-Chancellor (Research and Innovation)
 - Deputy Vice-Chancellor (Academic and International)
 - Deputy Vice-Chancellor (Student Affairs)
 - Pro-Vice-Chancellor (UTM Kuala Lumpur Campus)
 - Director of Research Centre - UTM Pagoh
 - Senior Officers/Dean/Director