

# UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.01/10.12/27 (18)

31 Januari 2022  
28 Jamadilakhir 1443

## SURAT PEKELILING PENTADBIRAN BIL.1/2022

Semua Staf Akademik  
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. **Penolong Dekan (Pendidikan Berterusan dan Transnasional)**
- ii. **Naib Pengerusi Sekolah, Akademi Bahasa**
- 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 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 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 **07 Februari 2022** 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 penjuru kanan sampul surat dan dihantar kepada Timbalan Pendaftar, Pejabat Pendaftar, Jabatan Pendaftar, UTM Johor Bahru sebelum tarikh tutup.

Sekian dimaklumkan, terima kasih.

**“WAWASAN KEMAKMURAN BERSAMA 2030”**

**“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”**

Saya yang menjalankan amanah,



**(NOR AZIZAH BINTI ISMAIL)**  
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, UTM Kampus Pagoh
  - Pegawai-pegawai Kanan/Dekan/Pengarah

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## ADMINISTRATIVE CIRCULAR LETTER NO.1/2022

All Academic Staff  
Faculty of Social Sciences and Humanities  
Universiti Teknologi Malaysia

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

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

- i. Assistant Dean (Continuing & Transnational Education)**
- ii. Associate Chair, Language 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 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 **07 February 2022** 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)* 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.

**“WAWASAN KEMAKMURAN BERSAMA 2030”**

**“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”**

I, who uphold trust,



**(NOR AZIZAH BINTI ISMAIL)**

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, UTM Pagoh Campus
  - Senior Officers/Dean/Director