

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.01/10.12/27 (35)

4 Oktober 2022
7 Rabiulawal 1444H

SURAT PEKELILING PENTADBIRAN BIL. 17 /2022

**Semua Staf Akademik
Fakulti Pengurusan
Universiti Teknologi Malaysia**

PERMOHONAN JAWATAN PENTADBIR AKADEMIK UNIVERSITI FAKULTI PENGURUSAN

Dengan hormatnya dimaklumkan bahawa akan wujud kekosongan bagi jawatan pentadbir akademik di Fakulti Pengurusan, Universiti Teknologi Malaysia seperti berikut:

- i. Dekan.**
- ii. Timbalan Dekan (Akademik & Hal Ehwal Pelajar).**
- iii. Timbalan Dekan (Penyelidikan, Inovasi dan Pembangunan).**
- iv. Pengarah Jabatan Pengurusan & Teknologi.**
- v. Pengarah Jabatan Pemasaran & Keusahawanan.**
- vi. Pengarah Jabatan Perakaunan & Kewangan.**
- vii. Pengarah Jabatan Sistem Maklumat.**
- viii. Pengurus Akademik Pasca Siswazah.**
- ix. Pengurus Akademik Program Luar.**
- x. Pengurus Penyelidikan.**

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 dan 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 di bawah 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 13 Oktober 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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4 October 2022
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ADMINISTRATIVE CIRCULAR LETTER NO.17/2022

**All Academic Staff
Faculty of Management
Universiti Teknologi Malaysia**

APPLICATION FOR THE POSITION OF UNIVERSITY ACADEMIC ADMINISTRATOR FACULTY OF MANAGEMENT

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

- i. Dean.**
- ii. Deputy Dean (Academic & Student Affairs).**
- iii. Deputy Dean (Research, Innovation & Development).**
- iv. Director of Management and Technology Department.**
- v. Director of Marketing and Entrepreneurship.**
- vi. Director of Accounting and Finance Department.**
- vii. Director of Information System Department.**
- viii. Post Graduate Academic Manager.**
- ix. External Program Academic Manager.**
- x. Research 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 13 October 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