

FUNCTIONAL CHART

PROJECT MANAGEMENT UNIT	CONTRACT UNIT	FINANCE UNIT	ADMINISTRATION UNIT	FACILITIES MANAGEMENT UNIT	SUSTAINABILITY INFRASTRUCTURE	SPACE PLANNING	KUANTAN
• Plan, coordinate, and monitor all university development projects, including privatization projects and sustainability initiatives. • Prepare project progress reports for management. • Supervise contractors and site works, and ensure projects are completed according to schedule, budget, and specifications. • Ensure effective project execution with emphasis on quality, safety, and sustainability.	• Prepare and review bills of quantities, quotation documents, and tenders. • Prepare and review payment claims and final accounts. • Administer contracts and resolve issues related to contract disputes. • Prepare and review variation orders and contractor claims. • Maintain contract records and provide technical advice on costs, contracts, and procurement to management.	• Manage financial planning, development budget, and office expenditure control. • Coordinate payment processes, claims, invoices, and project financial records. • Ensure compliance with university financial policies, procurement procedures, and audits. • Prepare financial reports and cost analyses, and provide financial advice to management.	• Coordinate the strategic plan and Balanced Scorecard, and monitor KPIs and office performance. • Coordinate university land management, including records, plans, and land-use control. • Implement sustainable development initiatives, green campus programs, and risk management. • Ensure compliance with quality standards, university policies, and audit requirements. • Manage human resource affairs, office administration, and official communication.	• Plan, implement, and monitor the maintenance of campus buildings, infrastructure, utilities, and technical systems. • Coordinate repairs, replacements, inspections, and facility performance monitoring. • Ensure compliance with technical, safety, and sustainability standards, and prepare reports and recommendations for improvement. • Utilize technology, including digital applications and drones, to enhance facilities management efficiency	• Plan and implement sustainable infrastructure. • Coordinate utilities (energy, water, and drainage) in an efficient and environmentally friendly manner. • Reduce resource consumption and carbon footprint. • Ensure compliance with sustainability standards and requirements. • Use green technology to enhance efficiency.	• Plan, coordinate, and optimize the use of university building space in an efficient and systematic manner. • Manage space allocation and distribution based on operational needs and organizational priorities. • Maintain accurate and up-to-date space records, floor plans, and databases. • Monitor space utilization and propose improvements to enhance efficiency. • Ensure compliance with guidelines, standards, and policies related to space management.	• Coordinate development projects, facilities maintenance, and technical works at the Kuantan Campus. • Act as the primary liaison with the main office in Gombak for development matters. • Monitor project implementation and facility usage to ensure compliance with technical, safety, and university policy standards. • Manage documentation, technical reports, and records related to projects and maintenance. • Supervise administrative operations, human resources, and official communications at the Kuantan level.