

LEADING THE WAY KHALĪFAH - AMĀNAH - IQRA' - RAHMATAN LIL-ĀLAMĪN

SUSTAINABILITY INSTITUTION OF THE YEAR

MANAGEMENT SERVICES DIVISION

IIUM/202/4/1/1

28th February 2022

All Deans / Directors Kulliyyahs / Divisions / Centres / Institutes / Offices International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr./Sir/Madam,

Assalamualaikum wa rahmatullahi wa barakatuh

Green Gown Awards WINNER 2020 SUSTAINABILITY INSTITUTION OF THE YEAR

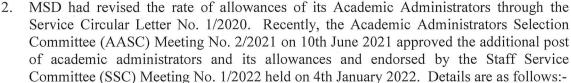
SERVICE CIRCULAR LETTER NO. 3/2022 MANAGEMENT SERVICES DIVISION

NOTIFICATION OF ALLOWANCE FOR ADDITIONAL POST OF ACADEMIC ADMINISTRATOR



The objective of this circular letter is to notify all Deans/Directors of the Kulliyyahs / Divisions / Centres / Institutes / Offices on the additional Academic Administrative allowance.









No.	Academic Administrator's	Monthly Academic
	Position	Administrator Allowance (RM)
1	Head of Research	RM600.00
	(The appointment is equivalent to Head of	·
	Department)	
2	Coordinator - Islamisation of Human	RM150.00
	Knowledge (IOHK)	4.5.5
3	Coordinator - Information Communication	RM150.00
	Technology (ICT)	

Other appointments are to be made internally by the Dean/ Director of K/C/D/I/Os without any financial implications. However, the staff still can benefit from the appointment in their APAR and promotion submission.



- 4. Kulliyyahs is given the flexibility to:
 - a) Appoint coordinator with other portfolios as an alternative to the Coordinator of IOHK or ICT based on the need of the kulliyyah; and
 - b) Appoint additional coordinators in which their allowance are to be paid using Kulliyyahs' trust fund.
- 5. This MSD Circular Letter is to be read together with the MSD Service Circular Letter No. 1/2020.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyyah/Centre/Division/Institute/Offices.

Thank you. Wassalam.

"Leading the Way"



FAZIDAH HJ. BAKHTIAR

Executive Director Management Services Division

c.c.: Rector

Deputy Rector (Academic and Internationalisation)

: Deputy Rector (Responsible Research and Innovation)

: Deputy Rector (Student Development and Community Engagement)

: Executive Director (Finance Division)

: Executive Director (Development and Planning)

: Campus Director, IIUM Kuantan Campus

: Legal Advisor

FB/WNN/AMA/nas2250