



MANAGEMENT SERVICES DIVISION

IIUM/202/4/1/1

28th February 2022

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

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

Assalamualaikum wa rahmatullahi wa barakatuh

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 Kulliyahs / Divisions / Centres / Institutes / Offices on the additional Academic Administrative allowance.
- MSD had revised the rate of allowances of its Academic Administrators through the Service Circular Letter No. 1/2020. Recently, the Academic Administrators Selection Committee (AASC) Meeting No. 2/2021 on 10th June 2021 approved the additional post of academic administrators and its allowances and endorsed by the Staff Service Committee (SSC) Meeting No. 1/2022 held on 4th January 2022. Details are as follows:-

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

- 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. Kulliyahs 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 kulliyah; and
 - b) Appoint additional coordinators in which their allowance are to be paid using Kulliyahs' 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 Kulliyah/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