



MANAGEMENT SERVICES DIVISION

IIUM/202/4/1/1

25th May 2022

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

Dear YBhg. Dato'/Prof./Dr.

Assalamualaikum wa rahmatullahi wa barakatuh

**SERVICE CIRCULAR NO. 11/2022
MANAGEMENT SERVICES DIVISION**

**PLACEMENT OF OFFICE SECRETARY / OFFICE SECRETARY ASSISTANT
AND RATE OF PAYMENT OF PERSONAL ASSISTANT ALLOWANCE**

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices pertaining to the placement of Office Secretary / Office Secretary Assistant and rate of payment of Personal Assistant Allowance.

2. BACKGROUND

2.1 The Staff Service Committee (SSC) No. 2/2010 dated 6th April 2010 adopted the Government Service Circular No. 1 Year 2010 with modification to suit the IIUM's needs as follows:

No.	Position and Grade of the Office Secretary/ Office Secretary Assistant	Rate of Personal Assistant Allowance (RM)
1.	Office Secretary (N36)	250.00
2.	Office Secretary (N32) to the IIUM Top Management (Rector, Deputy Rectors and Executive Directors)	250.00
3.	Office Secretary (N32)	190.00
4.	Office Secretary (N27/N28)	150.00
5.	Office Secretary Assistant (N22)	150.00
6.	Office Secretary Assistant (N17)	120.00
7.	Administrative Assistant or any other post of any grades besides Office Secretary/Office Secretary Assistant	120.00



- 2.2 Presently, the Office Secretary of the IIUM Top Management are on Grade 36, 32 and 29/30 respectively and receiving Personal Assistant (PA) allowance of RM150.00 based on their current grade as stated in the SSC's decision in para 2.1 above, even though they are assigned to the IIUM Top Management.
- 2.3 The Office Secretary to the IIUM Top Management is expected to perform above expectation and show their capability in handling matters in their respective offices. They are not only responsible in managing and monitoring the schedule of the Top Management but they are also helping in the day-to-day operations of the office/division, i.e. filing system, ISO audit, organising events, handling visitors, etc.
- 2.4 The SSC took note that the post of Office Secretary / Office Secretary Assistant on grade N32 and N36 are limited and suitability of the candidate to be assigned as Office Secretary / Office Secretary Assistant to IIUM Top Management irrespective of grade should also be taken into consideration.

3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 2/2022 held on 15th April 2022 approved as follows:
- The Office Secretary/Office Secretary Assistant assigned to the Top Management can be of any post and grade.
 - The rate of the Personal Assistant Allowance is to be revised as follows:

No.	Position and Grade of the Office Secretary/ Office Secretary Assistant	Rate of Personal Assistant Allowance (RM)
1.	Office Secretary (N36)	250.00
2.	Office Secretary / Office Secretary Assistant of any grades assigned to the IIUM Top Management (Rector, Deputy Rectors and Executive Directors)	250.00
3.	Office Secretary (N32)	190.00
4.	Office Secretary (N27/N28)	150.00
5.	Office Secretary Assistant (N22)	150.00
6.	Office Secretary Assistant (N17)	120.00
7.	Administrative Assistant or any other post of any grades besides Office Secretary/Office Secretary Assistant	120.00



- iii) In the event the Office Secretary, Office Secretary Assistant, Administrative Assistant or any other post of any grades besides Office Secretary/Office Secretary Assistant is assigned covering duties of other post of Office Secretary, Office Secretary Assistant, Administrative Assistant or any other post of any grades besides Office Secretary/Office Secretary Assistant, then the staff is only eligible to be paid with the covering allowance of the substantive post.

3.2 The effective date of implementation is **15th April 2022**, i.e. the date of SSC Meeting No. 2/2022.

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

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