



IIUM/202/4/1/1

25<sup>th</sup> 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. 12/2022**  
**MANAGEMENT SERVICES DIVISION**

**ESTABLISHMENT OF JOINT ASSIGNMENT**  
**FOR ADMINISTRATIVE & TECHNICAL STAFF**

**1. OBJECTIVE**

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices on the establishment of joint assignment for Administrative & Technical staff.

**2. BACKGROUND**

- 2.1 The University through Staff Promotion and Service Board (SPSB) Meeting No. 2/2002 (currently known as Staff Service Committee) had approved the policy on the joint appointment of academic staff between Kulliyahs/Centres as stated in the MSD Service Circular No. 6/2002.
- 2.2 Since its implementation, joint appointment is among the best measure in accommodating the KCDIO's requirement in fulfilling certain field or expertise.
- 2.3 Standard form for joint assignment has been established in 2019 which include permanent and temporary transfer for academic staff.
- 2.4 The same mechanism needs to be implemented for administrative and technical staff due to the following:
  - a) Limited warrant of administrative and technical staff approved by the Public Service Department.



- b) Exposure for the existing staff to learn new things, experience new culture and environment as well as for their career enhancement.
- c) Offer opportunity to staff in expanding their knowledge and expertise to the other KCDIO.
- d) Enable staff to develop specific skills and knowledge which is not available in his/her current KCDIO.

### 3. DECISION

3.1 The Staff Service Committee (SSC) Meeting No. 2/2022 held on 15th April 2022 approved as follows:

- i) The term Joint Assignment is to be used for Administrative and Technical staff instead of Joint Appointment as it involves a certain period of time required by the office.
- ii) The administrative and technical staff be given the opportunity to experience themselves though the joint assignment policy in order to enhance the skills and knowledge as an administrator.
- iii) The criteria for joint assignment as follows:
  - a) The duration is between 3 to 12 months;
  - b) Applicable to permanent staff of all grades of any scheme of service;
  - c) Has been serving at least 5 years;
- iv) The implementation would be as follows:
  - a) Form to be established in order to get mutual arrangement between KCDIO.
  - b) Priority should be given to their existing KCDIO where the contribution should be more than that of the receiving KCDIO.
  - c) Annual Performance Appraisal Report (APAR) for the period of more than six (6) months to be assessed by both current and receiving KCDIO.
  - d) Approval for annual leave, monitoring of service and leave matters to be done by the current KCDIO.
  - e) Any relevant claim for allowances such as overtime, travelling, covering, etc. to be paid by the receiving KCDIO.

3.2 The effective date of implementation is **15<sup>th</sup> 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 H.J. 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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