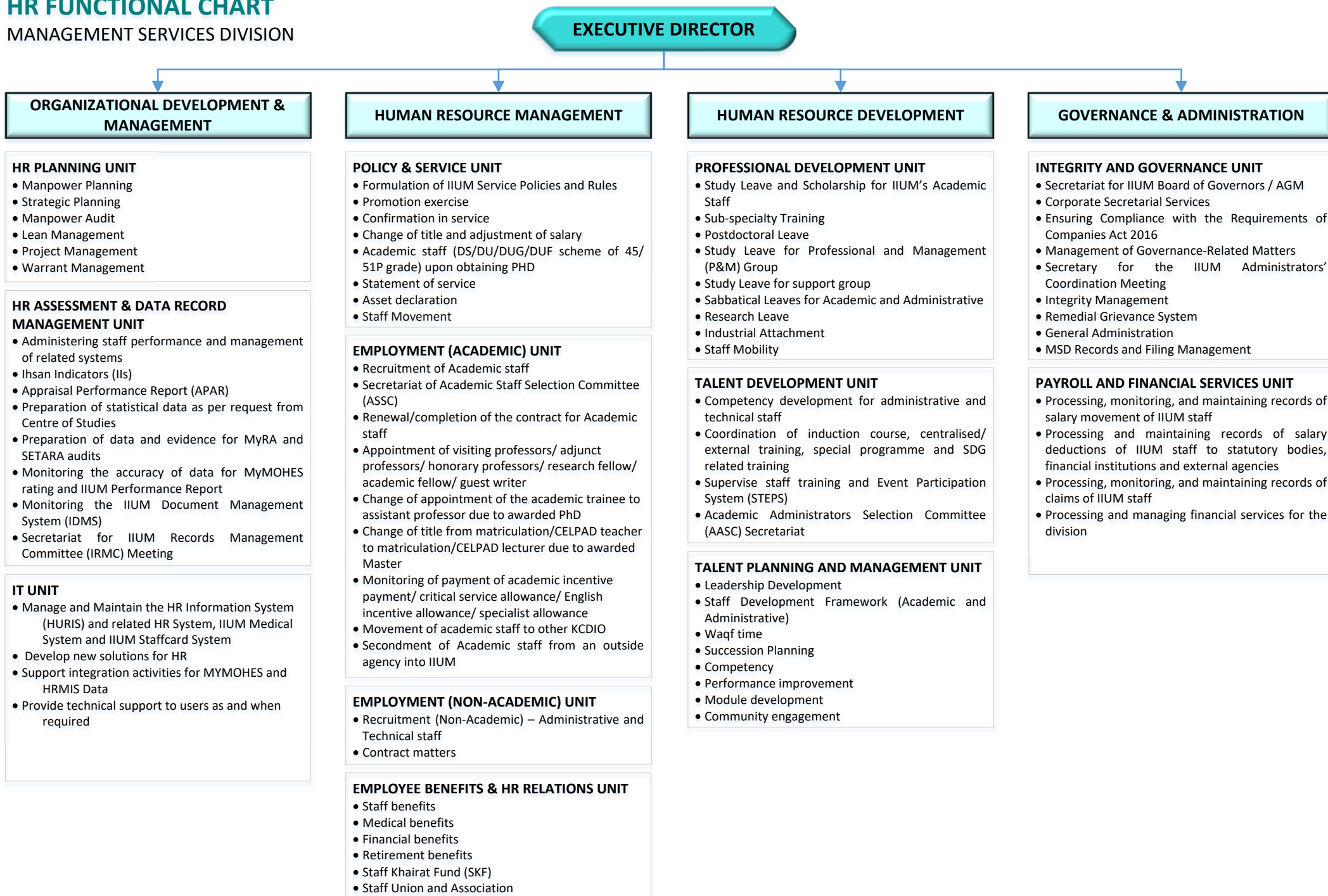


HR FUNCTIONAL CHART

MANAGEMENT SERVICES DIVISION



EXECUTIVE DIRECTOR

ORGANIZATIONAL DEVELOPMENT & MANAGEMENT

- HR PLANNING UNIT**
- Manpower Planning
 - Strategic Planning
 - Manpower Audit
 - Lean Management
 - Project Management
 - Warrant Management

- HR ASSESSMENT & DATA RECORD MANAGEMENT UNIT**
- Administering staff performance and management of related systems
 - Ihsan Indicators (IIs)
 - Appraisal Performance Report (APAR)
 - Preparation of statistical data as per request from Centre of Studies
 - Preparation of data and evidence for MyRA and SETARA audits
 - Monitoring the accuracy of data for MyMOHES rating and IIUM Performance Report
 - Monitoring the IIUM Document Management System (IDMS)
 - Secretariat for IIUM Records Management Committee (IRMC) Meeting

- IT UNIT**
- Manage and Maintain the HR Information System (HURIS) and related HR System, IIUM Medical System and IIUM Staffcard System
 - Develop new solutions for HR
 - Support integration activities for MYMOHES and HRMIS Data
 - Provide technical support to users as and when required

HUMAN RESOURCE MANAGEMENT

- POLICY & SERVICE UNIT**
- Formulation of IIUM Service Policies and Rules
 - Promotion exercise
 - Confirmation in service
 - Change of title and adjustment of salary
 - Academic staff (DS/DU/DUG/DUF scheme of 45/51P grade) upon obtaining PHD
 - Statement of service
 - Asset declaration
 - Staff Movement

- EMPLOYMENT (ACADEMIC) UNIT**
- Recruitment of Academic staff
 - Secretariat of Academic Staff Selection Committee (ASSC)
 - Renewal/completion of the contract for Academic staff
 - Appointment of visiting professors/ adjunct professors/ honorary professors/ research fellow/ academic fellow/ guest writer
 - Change of appointment of the academic trainee to assistant professor due to awarded PhD
 - Change of title from matriculation/CELPAD teacher to matriculation/CELPAD lecturer due to awarded Master
 - Monitoring of payment of academic incentive payment/ critical service allowance/ English incentive allowance/ specialist allowance
 - Movement of academic staff to other KCDIO
 - Secondment of Academic staff from an outside agency into IIUM

- EMPLOYMENT (NON-ACADEMIC) UNIT**
- Recruitment (Non-Academic) – Administrative and Technical staff
 - Contract matters

- EMPLOYEE BENEFITS & HR RELATIONS UNIT**
- Staff benefits
 - Medical benefits
 - Financial benefits
 - Retirement benefits
 - Staff Khairat Fund (SKF)
 - Staff Union and Association

HUMAN RESOURCE DEVELOPMENT

- PROFESSIONAL DEVELOPMENT UNIT**
- Study Leave and Scholarship for IIUM's Academic Staff
 - Sub-specialty Training
 - Postdoctoral Leave
 - Study Leave for Professional and Management (P&M) Group
 - Study Leave for support group
 - Sabbatical Leaves for Academic and Administrative
 - Research Leave
 - Industrial Attachment
 - Staff Mobility

- TALENT DEVELOPMENT UNIT**
- Competency development for administrative and technical staff
 - Coordination of induction course, centralised/ external training, special programme and SDG related training
 - Supervise staff training and Event Participation System (STEPS)
 - Academic Administrators Selection Committee (AASC) Secretariat

- TALENT PLANNING AND MANAGEMENT UNIT**
- Leadership Development
 - Staff Development Framework (Academic and Administrative)
 - Waqf time
 - Succession Planning
 - Competency
 - Performance improvement
 - Module development
 - Community engagement

GOVERNANCE & ADMINISTRATION

- INTEGRITY AND GOVERNANCE UNIT**
- Secretariat for IIUM Board of Governors / AGM
 - Corporate Secretarial Services
 - Ensuring Compliance with the Requirements of Companies Act 2016
 - Management of Governance-Related Matters
 - Secretary for the IIUM Administrators' Coordination Meeting
 - Integrity Management
 - Remedial Grievance System
 - General Administration
 - MSD Records and Filing Management

- PAYROLL AND FINANCIAL SERVICES UNIT**
- Processing, monitoring, and maintaining records of salary movement of IIUM staff
 - Processing and maintaining records of salary deductions of IIUM staff to statutory bodies, financial institutions and external agencies
 - Processing, monitoring, and maintaining records of claims of IIUM staff
 - Processing and managing financial services for the division