



IIUM/202/4/1

21<sup>st</sup> October 2024

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

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

*Assalamualaikum Warahmatullahi Wabarakatuh*

**STAFF SERVICE CIRCULAR NO. 21/2024**

**IIUM ON DEMAND EMPLOYMENT**

**1. OBJECTIVE**

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs on the appointment of staff through IIUM on Demand Employment.

**2. BACKGROUND**

2.1 Currently, the appointment of IIUM staff are categories as follows:-

No.	Type of appointment	Salary Scheme	Status of appointment
1	Permanent	Follows the Malaysia Remuneration System (MRS) according to scheme of service	Permanent up to compulsory retirement age
2	Contract		1 – 3 years (renewable)
3	Contract (with permanent warrant)		1 – 3 years

2.2 Since the salary is follows the MRS, remuneration will be in accordance to the government entitlement. With the limitation of warrant and budget that need to follow the current remuneration package, KCDIOM face difficulties in handling certain functions due to shortage of human resources. As such, the adoption of Government initiative under Malaysia Short-Term Employment Programme (MySTEP) is one of the solution.



2.3 The Government's initiatives in offering more job opportunities to certain focused groups is done by introducing MySTEP since January 2021. MySTEP is perceived as offering career to needy individuals with limited benefits. The honorarium of MySTEP personnel is basically based on the academic compared to MRS qualification as follows:-

No.	Category/Complexity of assignment based on academic qualification	Rate of honorarium (RM)	MRS (Basic salary & Fixed allowances) (RM)	Difference (RM)
1	Bachelor Degree or its equivalent	2,100.00	Basic : 2,080.00 Housing : 300.00 CSA : 300.00 COLA : 350.00 Total : <b>3,030.00</b>	930.00
2	Diploma/Sijil Tinggi Pelajaran Malaysia (STPM) or its equivalent	1,900.00	Basic : 1,493.00 Housing : 300.00 CSA : 160.00 COLA : 350.00 Total : <b>2,303.00</b>	403.00
3	Sijil Pelajaran Malaysia (SPM) or its equivalent	1,700.00	Basic : 1,352.00 Housing : 300.00 CSA : 115.00 COLA : 350.00 Total : <b>2,117.00</b>	417.00
4	Without SPM Sijil Pelajaran Malaysia (SPM)	1,500.00	Basic : 1,216.00 Housing : 300.00 CSA : 95.00 COLA : 350.00 Total : <b>1,961.00</b>	461.00



### 3. DECISION

3.1 The Staff Service Committee (SSC) Meeting No. 3/2024 held on 11<sup>th</sup> June 2024 approved as follows:-

- i) The appointment of short term employment through MySTEP to be known as IIUM On Demand Employment with some modification to suit IIUM's needs and requirements.
- ii) The Employment (Non-Academic) Unit has been tasked with facilitating the appointment process and simplifying procedures for employment within this category. It is mandatory for all IIUM On Demand Employment candidates to have obtained a credit in English at the SPM level for applying under Diploma/STPM or Degree categories.



- iii) IIUM On Demand Employment staff are not eligible for medical benefits under IIUM Sejahtera Clinic or its branches. However, IIUM On Demand Employment staff may seek medical treatment at their own expenses.

Details of IIUM On Demand Employment are as in *Appendix A*.


3.2 The effective date of implementation is to take effect from **1<sup>st</sup> August 2024**.

3.3 The current policy on the appointment of part-time staff remains.

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

Thank you. *Wassalam*.

"LEADING THE WAY"

  
**ZURAIDA HASSAN**  
Executive Director  
Management Services Division  
International Islamic University Malaysia

- 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)  
: Campus Director, IIUM Kuantan Campus  
: Legal Adviser

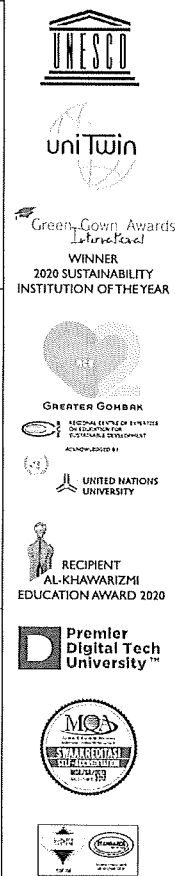
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APPOINTMENT OF IIUM ON DEMAND EMPLOYMENT

No.	Item	Description															
1.	Definition	<p>i) Personnel that appointed based on this Guidelines</p> <p>ii) The appointment of IIUM On Demand Employment is not bound to any scheme of service, post or salary grade.</p> <p>iii) The procurement of IIUM On Demand Employment staff shall be based on the task requirements aligned with academic qualifications, following the principle of rates for job.</p>															
2.	Status of Appointment	<p>i) Contract (under honorarium)</p> <p>ii) The duration of appointment for IIUM On Demand Employment shall not be less than one (1) month and shall not exceeding twelve (12) months.</p> <p>iii) IIUM On Demand Employment staff can be reappointed for similar or different assignments. Nonetheless, there must be a gap of one to two working days between the current and new contract.</p>															
3.	Honorarium and Allowances	<p>i) The honorarium for IIUM On Demand Employment staff is determined according to the nature or complexity of the assigned task. Consequently, the offered honorarium rate may be lower than the actual qualifications of the IIUM On Demand Employment staff.</p> <p>ii) IIUM On Demand Employment staff will be paid based on the following rate of honorarium including EPF and SOCO's contribution :-</p> <table border="1" data-bbox="603 1451 1343 1774"> <thead> <tr> <th>No.</th> <th>Type/Complexity of assignment based on academic qualification</th> <th>Monthly Rate of honorarium (RM)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Bachelor Degree or its equivalent*</td> <td>2,100.00</td> </tr> <tr> <td>2</td> <td>Diploma/Sijil Tinggi Pelajaran Malaysia (STPM) or its equivalent*</td> <td>1,900.00</td> </tr> <tr> <td>3</td> <td>Sijil Pelajaran Malaysia (SPM) or its equivalent</td> <td>1,700.00</td> </tr> <tr> <td>4</td> <td>Without Sijil Pelajaran Malaysia (SPM)</td> <td>1,500.00</td> </tr> </tbody> </table> <p>* Obtained a credit in English at the SPM level</p>	No.	Type/Complexity of assignment based on academic qualification	Monthly Rate of honorarium (RM)	1	Bachelor Degree or its equivalent*	2,100.00	2	Diploma/Sijil Tinggi Pelajaran Malaysia (STPM) or its equivalent*	1,900.00	3	Sijil Pelajaran Malaysia (SPM) or its equivalent	1,700.00	4	Without Sijil Pelajaran Malaysia (SPM)	1,500.00
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1	Bachelor Degree or its equivalent*	2,100.00															
2	Diploma/Sijil Tinggi Pelajaran Malaysia (STPM) or its equivalent*	1,900.00															
3	Sijil Pelajaran Malaysia (SPM) or its equivalent	1,700.00															
4	Without Sijil Pelajaran Malaysia (SPM)	1,500.00															



No.	Item	Description
		<p>iii) IIUM On Demand Employment staff is eligible to claim the following allowances due to official duties locally:-</p> <ul style="list-style-type: none"> <li>a) Meal allowance;</li> <li>b) Daily allowance;</li> <li>c) Hotel or lodging allowance; and</li> <li>d) Mileage allowance</li> </ul> <p>The above claims are subject to performing duties related to the job scope only (<b>Table 1</b>)</p> <p>iv) IIUM On Demand Employment staff is not entitled for overtime allowance.</p> <p>v) IIUM On Demand Employment staff are required to contribute to the Employee Provident Fund (EPF) and Social Security Organisation (SOCSO).</p>
4.	Working Hours	Official working hours as implemented in IIUM
5.	Job Scope	<ul style="list-style-type: none"> <li>i) The assignment should be on project basis, ad-hoc, special project, seasonal project or equivalent; or</li> <li>ii) Social services; or</li> <li>iii) Other job assigned from time to time; and</li> <li>iv) Involved in activities conducted by the Kulliyahs / Centres / Divisions / Institutes / Offices / Mahallahs</li> </ul> <p>Note: The job scope of IIUM On Demand Employment staff should exclude the following:-</p> <ul style="list-style-type: none"> <li>i) Tasks that requires authorization by law and specific regulations such as enforcement, financial, procurement, or compliance-related responsibilities;</li> <li>ii) Sensitive tasks, such as those involving security threats, access to classified files and document management; and</li> <li>iii) Tasks that require legal accountability, signing an official documents which include matters related to University's policies, administrative policies and financial related matter.</li> </ul>
6.	Conduct and discipline	IIUM On Demand Employment staff is subject to the IIUM Staff Disciplinary Rules currently inforce



No.	Item	Description
7.	Benefits	i) Annual leave - 12 days per year on prorated basis based on contract period ii) Sick leave - 14 days per year on prorated basis based on contract period iii) Social protection - EPF contribution; and SOCSO contribution
8.	Medical Benefits	IIUM On Demand Employment is not eligible for medical benefits under IIUM Sejahtera Centre or its branches. However, IIUM On Demand Employment may seek medical treatment with charged.
9.	Notice of termination	i) The length of service of IIUM On Demand Employment staff is based on the period specified in the contract of appointment, thus no notification is required; ii) The KCDIOM may terminate the contract appointment of IIUM On Demand Employment staff at any time by giving a written notice at least:- a) seven (7) days for a contract period of less than six (6) months; or b) fourteen (14) days for a contract period of more than six (6) months,  Should the KCDIOM finds that IIUM On Demand Employment staff do not fulfil the contractual obligations.  iii) IIUM On Demand Employment staff may terminate their contract appointment at any time by giving a written notice at least:- a) seven (7) days for a contract period of less than six (6) months; or b) fourteen (14) days for a contract period of more than six (6) months.
10.	Others	i) The appointment of IIUM On Demand Employment staff is not intended to fill vacant post, promotion post or performing duties of a permanent post. ii) IIUM On Demand Employment staff is not allowed for covering assignment. iii) IIUM On Demand Employment staff is not for the purposed of trade of post. iv) The Head of Department is to ensure that the IIUM On Demand Employment staff being supervised by the Professional and Management Group. v) The Head of Department to provide the list of assignment, job scope, etc.

Staff Service Committee  
 Management Services Division  
 11.06.2024

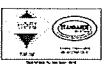
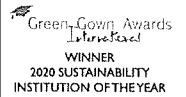


TABLE 1

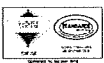
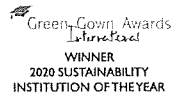
ALLOWANCE RATE OF PERFORMING OFFICIAL DUTIES WITHIN THE STATE  
FOR IIUM ON DEMAND EMPLOYMENT

Allowance	Appointment based on academic qualification	Rate of Allowance**			
		Peninsular Malaysia		Sabah & Sarawak	
Food Allowance	Bachelor Degree*	RM45		RM65	
	Diploma/STPM*	RM40		RM55	
	SPM*	RM40		RM55	
	Without SPM	RM35		RM50	
Daily Allowance	Bachelor Degree*	Half of the Food Allowance			
	Diploma/STPM*				
	SPM*				
	Without SPM				
Hotel Rental Fee / Lodging Allowance	Bachelor Degree*	Peninsular Malaysia		Sabah & Sarawak	
		Hotel	Lodging	Hotel	Lodging
	Diploma/STPM*	RM220	RM60	RM250	RM70
	SPM*	RM200	RM50	RM230	RM60
	Without SPM	RM180	RM50	RM210	RM60
Mileage Allowance Claim	Bachelor Degree* Diploma/STPM* SPM*/ Without SPM	Cylinder Count (c.c.)			
		>500 c.c.		<500 c.c.	
		50 cents		40 cents	
		40 cents		30 cents	
Air travel Facility	Bachelor Degree*	IIUM On Demand Employment staff are entitled to utilize official air travel facilities for domestic trips within the country, in accordance with the Treasury Circular Malaysia WP 2.5 on Benefits of Official Air Travel.			
	Diploma/STPM*				
	SPM*				
	Without SPM				

Note:

\* Or its equivalent

\*\* The rates are in accordance to the Treasury Circular Malaysia WP1.4



Staff Service Committee  
Management Services Division  
11.06.2024

