



MANAGEMENT SERVICES DIVISION

IIUM/202/4/1

30th May 2025

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. 1/2025

ONE-OFF PROMOTION FOR MANAGEMENT
AND PROFESSIONAL GROUP (ADMINISTRATORS)

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the implementation of One-Off Promotion for Management and Professional Group (Administrators).

2. BACKGROUND

- 2.1 The Special Board of Governors (BOG) Meeting held on 28th October 2024 endorsed the implementation of SSPA in IIUM with modification effective from 1st December 2024.
- 2.2 Among the objectives of the SSPA is the introduction of clearer career paths and opportunities for professional growth, aimed at encouraging continuous skill development and learning among public officers.
- 2.3 In relation to the above, the Public Service Department (PSD) in its letter ref. JPA.(S).600-1/3/26 (18) dated 12th November 2024 decided on the implementation of one-off promotion for Management and Professional group officers whose promotion is based solely on vacancy of post.



3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 1/2025 held on 17th February 2025 and 25th February 2025 approved the implementation of One-Off Promotion for Management and Professional Group (Administrators) as provided in *Appendix A*.
- 3.2 The SSC also emphasised that the one-off promotion to Grade 12/13 will be based on the current analysis of officers' grade composition, as this exercise will increase the senior managerial positions at the University. Accordingly, MSD is asked to prepare the structure of the respective KCDIOMs where Grade 12/13 positions are required, ensuring each comes with a clearly defined job description. Additionally, it should be ensured that at least two (2) core portfolios/units, led by Grade 9/10 officers, are appropriately placed under their responsibilities.
- 3.3 The effective date of implementation is **17th February 2025**, i.e. the date of SSC Meeting No. 1/2025 which endorses the decision.

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"


ZURAIIDA HASSAN
Executive Director
Management Services Division
International Islamic University Malaysia

- c.c. : Rector
: Deputy Rector (Academic and Internationalisation)
: Deputy Rector (Research, Innovation and Development)
: Deputy Rector (Student Development and Community Engagement)
: Executive Director, Finance Division
: Campus Director, IIUM Kuantan Campus
: Legal Adviser

ZH/WNN/AMA/nas2250



APPENDIX A

ONE-OFF PROMOTION FOR MANAGEMENT AND PROFESSIONAL GROUP (ADMINISTRATORS) - CRITERIA AND METHOD OF IMPLEMENTATION

No	Item	Description																								
1.	Definition	The implementation of one-off promotion for Management and Professional group officers whose promotion is based solely on vacancy of post.																								
2.	Eligibility Criteria	<p>The one-off promotion applies to the staff who have met the following criteria:-</p> <p>a) Have accepted the SSPA option;</p> <p>b) Confirmed in service;</p> <p>c) Has been on appointment or promotion grade on or before 30th November 2024 in accordance to the following schedule.</p> <table><tr><th rowspan="2">No</th><th colspan="2">Grade</th><th colspan="2">*Minimum Duration</th></tr><tr><th>Malaysia Remuneration System (MRS)</th><th>Sistem Saraan Perkhidmatan Awam (SSPA)</th><th>Current Grade under MRS</th><th>Overall service</th></tr><tr><td>1</td><td>Grade 41/42 to Grade 44</td><td>Grade 9 to 10</td><td>8 years</td><td>8 years</td></tr><tr><td>2</td><td>Grade 44 to Grade 48</td><td>Grade 10 to 12</td><td>8 years</td><td>16 years</td></tr><tr><td>3</td><td>Grade 48 to Grade 52</td><td>Grade 12 to 13</td><td>6 years</td><td>22 years</td></tr></table> <p><i>*The duration of unpaid leave and half-pay leave is not included in the calculation of the minimum service duration.</i></p> <p>d) Achieved the stipulated level of excellence in service (i.e. achieved minimum 85% in APAR for 3 consecutive years) and the latest APAR marks at least 85%;</p> <p>e) Completed Asset Declaration (Form B);</p> <p>f) Achieved the stipulated points for Continuous Talent Development (CTD);</p> <p>g) Free from any disciplinary punishment on 30th November 2024; and</p> <p>h) Recommended by Head of Department.</p>	No	Grade		*Minimum Duration		Malaysia Remuneration System (MRS)	Sistem Saraan Perkhidmatan Awam (SSPA)	Current Grade under MRS	Overall service	1	Grade 41/42 to Grade 44	Grade 9 to 10	8 years	8 years	2	Grade 44 to Grade 48	Grade 10 to 12	8 years	16 years	3	Grade 48 to Grade 52	Grade 12 to 13	6 years	22 years
No	Grade			*Minimum Duration																						
	Malaysia Remuneration System (MRS)	Sistem Saraan Perkhidmatan Awam (SSPA)	Current Grade under MRS	Overall service																						
1	Grade 41/42 to Grade 44	Grade 9 to 10	8 years	8 years																						
2	Grade 44 to Grade 48	Grade 10 to 12	8 years	16 years																						
3	Grade 48 to Grade 52	Grade 12 to 13	6 years	22 years																						
3.	Implementation	<p>a) The one-off promotion for Management and Professional group officers will be processed administratively based on the endorsed criteria.</p> <p>b) The one-off promotion will be on Personal-to-Holder (PTH) basis, where upon retirement/exit the grade will be reverted to the substantive grade.</p>																								



No	Item	Description																																																				
4.	Process	<p>i) Candidates who successfully fulfill the criteria must complete a one (1) year acting period before being considered for substantive promotion in accordance with the promotion criteria currently in force.</p> <p>ii) In the event of a vacated position on the merit-based promotion, the University may consider staff who have been successfully approved for acting assignment be promoted to the promotion grade subject to fulfilling the following criteria:-</p> <p>a) The staff has been on acting assignment for at least six (6) months and above; and</p> <p>b) The staff is strongly recommended by the Head of Department and Dean/Director during the period of acting assignment.</p> <p>This mechanism aims to promptly fill the vacated position, ensuring the continuity of service and enabling KCDIOM to operate smoothly without disruption.</p>																																																				
5.	Scheme of Service Involved	<table><tr><th>No.</th><th>Post & Grade</th><th>No.</th><th>Post & Grade</th></tr><tr><td>1.</td><td>Accountant (WA)</td><td>13.</td><td>Medical Therapist (U)</td></tr><tr><td>2.</td><td>Administrative Officer (N)</td><td>14.</td><td>Network Engineer (J)</td></tr><tr><td>3.</td><td>Audiologist (U)</td><td>15.</td><td>Nurse (U)</td></tr><tr><td>4.</td><td>Auditor (W)</td><td>16.</td><td>Optometrist (U)</td></tr><tr><td>5.</td><td>Dietitian (U)</td><td>17.</td><td>Physiotherapist (U)</td></tr><tr><td>6.</td><td>Engineer (J)</td><td>18.</td><td>Psychology Officer (S)</td></tr><tr><td>7.</td><td>Horticulturist (G)</td><td>19.</td><td>Radiographer (U)</td></tr><tr><td>8.</td><td>Information Technology Officer (F)</td><td>20.</td><td>Science Officer (C)</td></tr><tr><td>9.</td><td>Islamic Religious Officer (S)</td><td>21.</td><td>Security Officer (KP)</td></tr><tr><td>10.</td><td>Legal Officer (L)</td><td>22.</td><td>Speech Therapist (U)</td></tr><tr><td>11.</td><td>Librarian (S)</td><td>23.</td><td>Sport Officer (S)</td></tr><tr><td>12.</td><td>Medical Social Work Officer (S)</td><td></td><td></td></tr></table>	No.	Post & Grade	No.	Post & Grade	1.	Accountant (WA)	13.	Medical Therapist (U)	2.	Administrative Officer (N)	14.	Network Engineer (J)	3.	Audiologist (U)	15.	Nurse (U)	4.	Auditor (W)	16.	Optometrist (U)	5.	Dietitian (U)	17.	Physiotherapist (U)	6.	Engineer (J)	18.	Psychology Officer (S)	7.	Horticulturist (G)	19.	Radiographer (U)	8.	Information Technology Officer (F)	20.	Science Officer (C)	9.	Islamic Religious Officer (S)	21.	Security Officer (KP)	10.	Legal Officer (L)	22.	Speech Therapist (U)	11.	Librarian (S)	23.	Sport Officer (S)	12.	Medical Social Work Officer (S)		
No.	Post & Grade	No.	Post & Grade																																																			
1.	Accountant (WA)	13.	Medical Therapist (U)																																																			
2.	Administrative Officer (N)	14.	Network Engineer (J)																																																			
3.	Audiologist (U)	15.	Nurse (U)																																																			
4.	Auditor (W)	16.	Optometrist (U)																																																			
5.	Dietitian (U)	17.	Physiotherapist (U)																																																			
6.	Engineer (J)	18.	Psychology Officer (S)																																																			
7.	Horticulturist (G)	19.	Radiographer (U)																																																			
8.	Information Technology Officer (F)	20.	Science Officer (C)																																																			
9.	Islamic Religious Officer (S)	21.	Security Officer (KP)																																																			
10.	Legal Officer (L)	22.	Speech Therapist (U)																																																			
11.	Librarian (S)	23.	Sport Officer (S)																																																			
12.	Medical Social Work Officer (S)																																																					
6.	Others	<p>i) The job description of those promoted will be reviewed to ensure they align with greater responsibilities.</p> <p>ii) Notwithstanding the above implementation, the University reserves the right to revoke the one-off promotion based on relevant considerations as it deems fit, e.g. performance, adverse report, etc.</p>																																																				



Secretariat
SSC Meeting No. 1/2025
17.02.2025

