LEADING THE WAY KHALIFAH - AMĀNAH - IGRA' - RAHMATAN LIL ĀLAMĪN SUSTAINABILITY INSTITUTION OF THE YEAR

MANAGEMENT SERVICES DIVISION

IIUM/202/4/1

30th May 2025

All Deans / Directors Kulliyyahs / 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)

OBJECTIVE 1.

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

BACKGROUND 2.

- 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.
- 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.







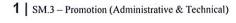














3. DECISION

- 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 Kulliyyah/Centre/Division/Institute/Offices/Mahallahs.

Thank you. Wassalam.

"LEADING THE WAY"

ZURAWA 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

















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	The one-off promotion applies to the staff who have met the following criteria:- a) Have accepted the SSPA option; b) Confirmed in service; c) Has been on appointment or promotion grade on or before 30 th November 2024 in accordance to the following schedule.						
		No	Grade		*Minimum Duration			
			Malaysia Remuneration System (MRS)	Sistem Saraan Perkhidmatan Awam (SSPA)	Current Grade under	Overall service		
		1	Grade 41/42 to Grade 44	Grade 9 to 10	MRS 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		
		*The duration of unpaid leave and half-pay leave is not included in the calculate the minimum service duration. d) Achieved the stipulated level of excellence in service (i.e. a minimum 85% in APAR for 3 consecutive years) and the latest marks at least 85%; e) Completed Asset Declaration (Form B); f) Achieved the stipulated points for Continuous Talent Deve (CTD); g) Free from any disciplinary punishment on 30th November 20th) Recommended by Head of Department.						
3.	Implementation	 a) The one-off promotion for Management and Professional group officers will be processed administratively based on the endorsed criteria. 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. 						













No	Item	Description						
4.	Process	 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. 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:- a) The staff has been on acting assignment for at least six (6) months and above; and b) The staff is strongly recommended by the Head of Department and Dean/Director during the period of acting assignment. This mechanism aims to promptly fill the vacated position, ensuring the continuity of service and enabling KCDIOM to operate smoothly without 						
5.	Scheme of	disruption.						
	Service Involved	No. 1.	Post & Grade Accountant (WA)	No.	Post & Grade			
	involved	2.	Administrative Officer (N)	13. 14.	Medical Therapist (U) 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	ii) N	he job description of those promoted with greater responsibilities. Totwithstanding the above implementaght to revoke the one-off promotion bedeems fit, e.g. performance, adverse responsible.	ation, ased o	the University reserves the n relevant considerations as			















Secretariat SSC Meeting No. 1/2025 17.02.2025

