



Our Ref. : IIUM/202/4/1
Date : 25th May 2026

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

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

Assalamualaikum Warahmatullahi Wabarakatuh

STAFF SERVICE CIRCULAR NO. 14/2026

NOMENCLATURE OF ADMINISTRATIVE AND TECHNICAL STAFF - Revision of nomenclature for staff under L and N Scheme of Service at the Office of the Legal Adviser (OLA)

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Centres / Divisions / Institutes / Offices / Mahallahs on the revision of nomenclature for staff under L and N scheme of service at the Office of the Legal Adviser (OLA).

2. BACKGROUND

2.1 The current nomenclature in IIUM was approved by the Staff Service Committee (SSC) Meeting No. 3/2019 and detailed out through MSD Service Circular No. 18/2019 as below:-

- a) The nomenclature for Grade 14 (Grade 54 under SSM) is Director or any other nomenclature as decided by the University from time to time.
- b) Staff members on Grade 13 (Grade 52 under SSM) assigned as Director by the Management Services Division based on the decision of the relevant University authority will be allowed to use the nomenclature of Director as long as the staff holds the post. Upon being relieved of the assignment as Director, the nomenclature of the staff shall revert to the standardised nomenclature associated with his/her substantive post.



- c) Nomenclature for Administrative and technical staff based on suitability of the posts in IIUM followed by respective scheme of service as follows:-

No.	Salary Grade	Nomenclature
1	14	Director (Administrative/ Finance/ Engineer/ Science / IT)
2	13	Senior Deputy Director (Administrative/ Finance/ Engineer/ Science / IT)
3	12	Deputy Director (Administrative/ Finance/ Engineer/ Science / IT)

- d) Specific scheme of service such as clinical posts or any other post which is relevant is to use post followed by grade such as Medical Officer (UD12/13/14), Dental Officer (UG12/13/14) etc.
- e) Nomenclature for Dar Al-Hikmah Library which is in line with the nomenclature used by other Malaysian University Libraries as below:-

No.	Salary Grade	Nomenclature
1	VU7	Chief Librarian
2	13/14	Senior Deputy Chief Librarian
3	12	Deputy Chief Librarian
4	10	Senior Librarian
5	9	Librarian

- 2.2 The Office of the Legal Adviser (OLA) serves as the legal arm of the IIUM, responsible for providing legal advice and services to the University Management, Kulliyahs, Centres, and Divisions. Its functions include legal advisory work, drafting legal documents, contract vetting, litigation management, policy review, and ensuring compliance with statutory and internal governance requirements.
- 2.3 At present, several positions within the Office are designated under two (2) service schemes which are L (Legal Officer) and N (Administrative Officer). However, the job titles which are based on N schemes do not accurately reflect the legal support and advisory nature of the work performed by these officers as shown below:-

No.	Designation	Grade
1	Legal Adviser	Special Grade
2	Deputy Legal Adviser	Academic Administrator
3	NA	L13
4	NA	L12
5	NA	L10
6	Legal Officer / Assistant Director	L9 / N9



2.4 OLA proposed that the organisational structure and nomenclature/job title for staff under L and N scheme at OLA should represent the actual duties and professional role of the positions.

2.5 The justification of the above structure and nomenclature are as follows:-

- a) **Accurate Representation of Duties**
Officers under these positions are engaged to assist in providing accurate, timely, and effective legal advice to the University’s management, departments, and Kulliyahs on all legal and regulatory matters, ensuring that the University’s operations comply with applicable laws, policies, and internal regulations.
- b) **Organisational Clarity**
Accurate naming of the positions will help clearly identify the legal support roles within the University’s organisational structure, avoiding confusion with administrative officers in other departments.
- c) **Career Development and Motivation**
The proposed designation and nomenclature provides better clarity in career progression and recognition within the legal service framework, which in turn may improve motivation and retention of qualified personnel.
- d) **Professional Recognition and Alignment**
The new designation enhances the professional identity of officers serving in the OLA, ensuring their titles are consistent with the legal advisory functions performed. This is also aligns IIUM’s internal structure with common practice in the other institutions and organisations with in-house legal offices.
- v) **Financial and Administrative Implications**
The proposed new nomenclature has no financial implications, as the change pertains only to designation title. The salary grade, job scope, and reporting structure remain unchanged. Administrative adjustments will be limited to updates in the organisational chart, official correspondence, and personnel records.

2.6 The above proposals were deliberated in the University Management Committee (UMC) Meeting No. 22/2025 and No. 3/2025 held on 27th October 2025 and 13th November 2025 respectively. The UMC approved the proposal as follows:-

POSITION	GRADE (SSPA)	REMARKS
Legal Adviser	VU 7 Special Grade	Overall head of legal operations and advisory functions
Deputy Legal Adviser	Academic Administrator	Assists the Legal Adviser in managing and overseeing legal affairs



POSITION	GRADE (SSPA)	REMARKS
Assistant Legal Adviser	L13/N13	Assists in providing accurate, timely, and effective legal advice to the University's management, departments, and Kulliyahs on all legal and regulatory matters, ensuring that the University's operations comply with applicable laws, policies, and internal regulations.
Senior Legal Officer/ Deputy Director	L12/N12	Handles complex legal matters, supervises junior legal officers, and manages administrative functions to ensure efficient legal operations and departmental coordination.
Legal Officer	L9/L10	Provides legal advice, vetting, drafting, and case handling.
Assistant Director / Senior Assistant Director	N9/N10	Handles legal-related tasks and functions, including documentation, vetting, drafting, and support for legal operations within the Office of the Legal Adviser (OLA).

3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 1/2026 held on 12th February 2026 approved the revised nomenclature for staff under L and N scheme in the Office of the Legal Adviser (OLA). Accordingly, the standardized nomenclature of Administrative and Technical staff in IIUM is provided as in *Appendix A*.
- 3.2 The adjustment will reflect the roles and responsibilities performed by the officers, strengthen professional recognition, and align the designation with the actual legal functions carried out within the University's legal framework. The approved nomenclature and job titles are intended to be applied exclusively to staff serving under OLA. Should any staff member be transferred or reassigned to another KCDIO, the nomenclature and job title of the respective KCDIO shall apply accordingly.
- 3.3 The effective date of implementation is **12th February 2026**, i.e. the date of SSC Meeting No. 1/2026 which endorsed the decision.



3.4 With the issuance of this circular, the MSD Service Circular No. 18/2019 is superseded.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyahs/Centres/Divisions/Institutes/Offices/Mahallahs.

Thank you. *Wassalam.*

"LEADING THE WAY"



WAN NAJIHAH NURASHIKIN BT. WAN ABDULLAH
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

WNN/KA/AMA/nas2250



**STANDARDISATION OF NOMENCLATURE
OF ADMINISTRATIVE AND TECHNICAL STAFF**

No.	Categories / Scheme / Grade	Nomenclature																		
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Secretariat
Staff Service Committee
Management Services Division
12.02.2026

