



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. 15/2026

NURSING ASSISTANT (IIUM ON-DEMAND) EMPLOYMENT

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Centres / Divisions / Institutes / Offices / Mahallahs pertaining to the establishment of Nursing Assistant (IIUM On-Demand) Employment at Sultan Ahmad Shah Medical Centre (SASMEC @IIUM).

2. BACKGROUND

- 2.1 The Staff Service Committee (SSC) Meeting No. 3/2024 held on 11th June 2024 has approved 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.
- 2.2 Currently, the Employment (Non-Academic) Unit has been tasked with facilitating the appointment process and simplifying procedures for employment within this category.
- 2.3 Starting from April 2024, the SASMEC @IIUM has started to issue the conditional offer letters for the nurses interviewed through walk-in session. The walk-in interview session conducted in order to ensure that the nurses position filled-up accordingly.
- 2.4 Despite several initiatives undertaken by SASMEC @IIUM, it has been unable to retain nurses due to the high demand for nurse particularly from private hospitals in Saudi Arabia and Singapore. The salary packages offered by them significantly exceed the current salary scale offered by IIUM.



- 2.5 This situation has placed additional pressure on existing nurses and highlights the need for temporary manpower solutions. Nurses who are offered appointment under conditional offers are unable to submit their complete documentation as they are required to sit for the Malaysian Nursing Board (MNB) examination and shall await the release of results, a process that may take at least six (6) months from the date of the respective walk in interview sessions. During this period, candidates are unable to commence work due to the IIUM policy that require all conditions of appointment to be fulfilled prior to employment. As a result, some candidates may seek employment elsewhere, leading to the potential loss of prospective nursing staff to the SASMEC @IIUM.
- 2.6 In relation to that, the SASMEC @IIUM via its email dated 26th December 2025 is proposing the appointment of Nursing Assistant at Sultan Ahmad Shah Medical Centre @IIUM (SASMEC @IIUM) through IIUM On-Demand Employment (IIUM On-Demand) as an interim strategy to support clinical operations and mitigate nurse's shortage. This appointment shall be applicable for the candidates offered with condition since they have yet to obtain the Diploma but possess the valid SPM Certificate.
- 2.7 This measure will help SASMEC@IIUM to engage prospective nurses during the interim period before they are formally qualified and registered with the Malaysian Nursing Board (MNB) following the policy currently in force. At the same time, it will help ensure continuity of clinical services, ease the workload of existing nursing staff, and reduce the risk of losing potential nursing candidates to other hospitals/universities while they await the completion of their academic and board requirements.


3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 1/2026 held on 12th February 2026 approved the establishment of the Nursing Assistant (IIUM On-Demand) Employment. The implementation at SASMEC @IIUM and application procedures are as outlined in *Appendix A*.
- 3.2 The effective date of implementation is **12th February 2026**, i.e. the date of SSC Meeting No. 1/2026 which endorsed the decision.

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



**NURSING ASSISTANT (IIUM ON-DEMAND) EMPLOYMENT
AT SULTAN AHMAD SHAH MEDICAL CENTRE @IIUM (SASMEC @IIUM)**

A: Conditions of appointment

| No. | Item | Description | | | | |
|--|---------------------------------|---|--|---------------------------------|--|----------|
| 1. | Definition | i) Personnel that appointed based on this guideline. ii) The appointment of Nursing Assistant (IIUM On-Demand) Employment is not bound to any scheme of service, post or salary grade. iii) The procurement of Nursing Assistant (IIUM On-Demand) Employment staff shall be based on the task requirements aligned with academic qualifications, following the principle of rates for job. | | | | |
| 2. | Status of Appointment | i) Contract (under honorarium) ii) The duration of appointment for Nursing Assistant (IIUM On-Demand) Employment shall not be less than one (1) month and shall not exceeding twelve (12) months. iii) Nursing Assistant (IIUM On-Demand) Employment can be reappointed for similar of different assignments. Nonetheless, there must be a gap of one to two working days between the current and new contract. | | | | |
| 3. | Honorarium and Allowances | i) The honorarium for Nursing Assistant (IIUM On-Demand) Employment is determined according to the nature of complexity of the assigned task. Consequently, the offered honorarium rate may be lower than the actual qualifications of the Nursing Assistant (IIUM On-Demand) Employment. ii) Nursing Assistant (IIUM On-Demand) Employment will be paid based on the following rate of honorarium including EPF and SOCSO's contribution:- <table border="1" data-bbox="625 1644 1347 1785" style="margin-left: 40px;"> <thead> <tr> <th>Type of assignment based on academic qualification</th> <th>Monthly Rate of Honorarium (RM)</th> </tr> </thead> <tbody> <tr> <td>Sijil Pelajaran Malaysia (SPM) or its equivalent</td> <td>1,700.00</td> </tr> </tbody> </table> | Type of assignment based on academic qualification | Monthly Rate of Honorarium (RM) | Sijil Pelajaran Malaysia (SPM) or its equivalent | 1,700.00 |
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* Candidates must obtain a credit in English at the SPM level. However, exception would be given to the nurses in line with the English requirements for nurses appointed at SASMEC @IIUM.



| No. | Item | Description |
|-----|-----------------------------------|---|
| 3. | Honorarium and Allowances (Cont.) | <p>iii) Nursing Assistant (IIUM On-Demand) Employment is not entitled for overtime allowance.</p> <p>iv) Nursing Assistant (IIUM On-Demand) Employment 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 | <p>i) The assignment should focus on the Nursing Assistant (IIUM On-Demand) scope as followings:-</p> <p>a) Assist patients with activities of daily living.</p> <p>b) Observe and report basic patient conditions to nurses.</p> <p>c) Prepare and tidy patient beds and ward areas.</p> <p>d) Assist with non-clinical documentation and basic record-keeping.</p> <p>e) Perform duties under the supervision of Registered Nurses.</p> <p>ii) Social services; or</p> <p>iii) Other job assigned from time to time; and</p> <p>iv) Involved in activities conducted by the Kulliyahs/ Centres/ Divisions/ Institutes/ Offices/ Mahallahs</p> <p>Note: The job scope of Nursing Assistant (IIUM On-Demand) should exclude the following:-</p> <p>i) Task that requires authorization by law and specific regulations such as enforcement, financial, procurement or compliance related responsibilities.</p> <p>ii) Sensitive tasks, such as those involving security threats, access to classified files and document management; and</p> <p>iii) Tasks that require legal accountability, signing and official documents which include matters related to the University's policies, administrative policies and financial related matter.</p> |



| No. | Item | Description |
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| 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 | <p>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.</p> <p>ii) The KCDIOM may terminate the contract appointment of IIUM On-Demand Employment staff at any time by giving a written notice at least:-</p> <p>a) Seven (7) days for a contract period of less than six (6) months; or</p> <p>b) Fourteen (14) days for a contract period of more than six (6) months.</p> <p>iii) IIUM On-Demand Employment staff may terminate their contract appointment at any time by giving a written notice at least:-</p> <p>a) Seven (7) days for a contract period of less than six (6) months; or</p> <p>b) Fourteen (14) days for a contract period of more than six (6) months.</p> <p>iv) The Nursing Assistant (IIUM On-Demand) appointment shall cease upon official appointment as Nurse (Grade U5) at SASMEC @IIUM, non-compliance with appointment conditions or withdrawal from the positions.</p> |
| 10. | Others | <p>i) The appointment of IIUM On-Demand Employment is not intended to fill vacant post, promotion post or performing duties of a permanent post.</p> <p>ii) IIUM On-Demand Employment staff is not allowed for covering assignment.</p> <p>iii) IIUM On-Demand Employment staff is not for the purposed of trade of post.</p> <p>iv) The Head of Department is to ensure that the IIUM On-Demand Employment staff being supervised by the Professional and Management Group.</p> <p>v) The Head of Department to provide the list of assignment, job scope, etc.</p> |



B: Procedures of application

| No. | Item | Description |
|-----|-----------------------------|---|
| 1. | Candidate Identification | <p>i) Candidates participated in the interview session conducted by SASMEC @IIUM.</p> <p>ii) Candidates must possess a valid SPM certificate (which have yet to complete the Diploma in Nursing and obtain MNB registration).</p> |
| 2. | Verification of Eligibility | <p>The Department of Human Resource to verify the candidates' eligibility and ensure the completed documents submitted during the registration process. The list of compulsory documents:-</p> <p>i) Copy of Malaysia Identification Card; and</p> <p>ii) SPM Certificate</p> |
| 3. | Issuance of Offer Letter | <p>i) The offer letter as Nursing Assistant (IIUM On-Demand) may be issued immediately to the successful and eligible candidates after the interview.</p> <p>ii) SASMEC @IIUM is delegated the authority to issue the offer letter and it only be <u>restricted</u> for the Nursing Assistant position offered with condition during the walk-in interview session at the respective nursing colleges.</p> <p>iii) The rationale for issuing offer letters immediately is to secure candidates at SASMEC @IIUM as other private and teaching hospitals are offering similar positions to the same candidates while waiting for the MNB examination.</p> |
| 4. | Notification | All appointment letters issued to the Nursing Assistant (IIUM On-Demand) will be forwarded to AGSSC for notification. |

Secretariat
Staff Service Committee
Management Services Division
12.02.2026

