



INTERNATIONAL ISLAMIC  
UNIVERSITY MALAYSIA

VERSION NO : 03

REVISION NO : 01

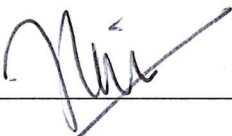
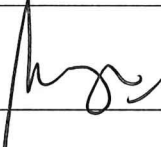
APPLICATION FOR PART-TIMER  
(ADMINISTRATIVE & TECHNICAL)

EFFECTIVE DATE : 01/11/2020

DOCUMENT NO. : IIUM/CFS/SP/08

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# APPLICATION FOR PART-TIMER (ADMINISTRATIVE & TECHNICAL)

Prepared By 	Approved By 
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Position: Deputy Director Administrative & Human Resource Unit	Position: Dean Centre for Foundation Studies, HUM
Date : 01/11/2020	Date: 01/11/2020



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**1. OBJECTIVE**

This procedure is prepared to ensure the process of application for part-timer administrative & technical fulfill the CFS requirement.

**2. SCOPE**


The procedure is used by the Centre for Foundation Studies as a guideline for the application for part-timer administrative & technical.

**3. DEFINITION/ABBREVIATION**

- 3.1 Dept Department
- 3.2 MSD Management Services Unit
- 3.3 HRU Human Resource Unit
- 3.4 AA Administrative Assistant


**4. REFERENCES**

- 4.1 Quality Manual QM 7.0 (7.4 - Purchasing)
- 4.2 Payment Process IIUM/CFS/SP/08

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## 5. RESPONSIBILITY AND DETAILED PROCEDURE

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
	<b>5.1 NEW APPOINTMENT</b>
Dept/Unit	5.1.1 Prepare the organizational and function chart of the department/unit.  5.1.2 Prepare and submit proposal to Trust Fund Committee.
HRU	5.1.3 Receive approve proposal and organization & functional chart.  5.1.5 Submit documents to MSD for approval for part time application.  5.1.6 Put up advertisement for part-time vacancy.  5.1.7 Conduct interview session for shortlisted candidates.

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**5. RESPONSIBILITY AND DETAILED PROCEDURE**

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
	<b>5.1 NEW APPOINTMENT</b>
MSD	5.1.8 Generate ID for the part-timer.
HRU	5.1.9 Prepare appointment letter and submit to MSD to generate ID.  5.1.10 Send email of the appointment letter and ID to the part-timer.

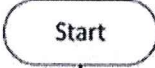
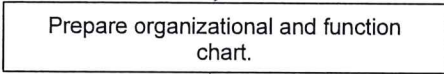
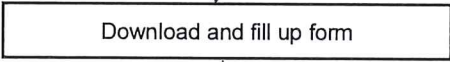

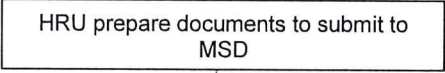

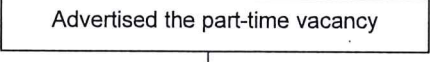
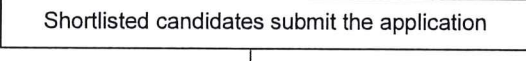
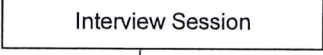
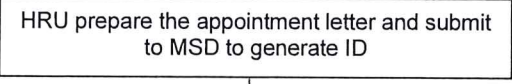
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#### 6. QUALITY RECORDS

<b>NO.</b>	<b>QUALITY RECORDS</b>	<b>RETENTION PERIOD</b>	<b>LOCATION</b>	<b>RESPONSIBILITY</b>
1.	Application for Part-Time (Administrative & Technical)	2 years	Filing Cabinet: (IIUM/501/AHRU/ 5/18/2)	AA

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**7. FLOW CHART**

<b>Duration</b>	<b>P.I.C</b>		<b>ACTION</b>
1 day	Dept/Unit		
1 day	Dept/Unit		<i>Form is available at MSD-ENAU/V-OO/R-O/ED-04022020</i>
1 day	Dept/Unit		
Based on meeting	Dept/Unit		Document: 1. Cover Letter 2. Form (New Appointment: Fill up from part 3) 3. Chart
1 day	HRU		
1 month	MSD		
	HRU		1. IIUM Announcement
	HRU		2. CFS Announcement
1 Week	HRU		
After all documents completed	HRU		Document Required: 1. Copy IC 2. Copy Bank Account Copy EPF
3 days	HRU	