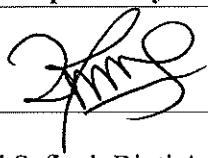
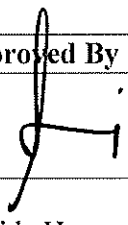

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PROCESSING RECRUITMENT OF NEW ADMINISTRATIVE AND TECHNICAL STAFF

Prepared By		Approved By	
Signature	: 	Signature	: 
Name	: Siti Safiyah Binti Awang Kechik	Name	: Zuraida Hassan
Position	: Assistant Director Employment (Non-Academic) Unit Management Services Division	Position	: Executive Director Management Services Division
Date	: 2/12/2024	Date	: 2/12/2024

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1. OBJECTIVE

This procedure is prepared to ensure the recruitment process of new administrative and technical staff is carried out efficiently and managed effectively according to the terms and references (Item no.4)

2. SCOPE

This procedure is implemented by the Employment (Non-Academic) Unit, Management Services Division of IIUM for recruiting of administrative and technical staff.

3. ABBREVIATION/DEFINITION

3.1 Administrative Staff Selection Committee

1. The Staff Recruitment and Appointment Committee

- (i) the Rector – Chairman
- (ii) all Deputy Rectors; and
- (iii) a representative of the Senate in the Board

2. The Professional and Management Staff Selection Committee

- (i) the Executive Director in charge of management services – Chairman
- (i) the Executive Director of finance or his/her representative; and
- (ii) the Director of human resource management or his/her representative;
- (iii) two officers in the relevant scheme holding a position of the same level or higher than the post being considered.
- (iv) the staff in charge of the HRM – Secretary

3. The General Staff Selection Committee

- (i) the Executive Director in charge of human resource management – Chairman;
- (ii) the Executive Director in charge of finance or his/her representative;
- (iii) the Director in charge of human resource management or his/her representative; and
- (iv) two officers in relevant scheme holding a position of the same level or higher than the post being considered.
- (v) the staff in charge of the HRM – Secretary



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- 3.2** Instant Minutes : A set of documents used by the Secretariat to minute the decisions during the AGSSC meeting
- 3.3** Minutes of Meeting : A set of documents prepared by the Secretariat to minute the decisions after the AGSSC meeting
- 3.4** Central Agencies : Refer to any of the following government agencies i.e. Public Service Department, Ministry of Higher Education and Ministry of Finance
- 3.5** AGSSC : Administrative Staff Selection Committee
- 3.6** MSD : Management Services Division
- 3.7** ENAU : Employment (Non-Academic) Unit
- 3.8** DD, HRM : Deputy Director, Human Resource Management
- 3.9** SAD : Senior Assistant Director
- 3.10** AD : Assistant Director
- 3.11** SAA : Senior Administrative Assistant
- 3.12** AA : Administrative Assistant
- 3.13** iRecruit : IIUM Online Recruitment Portal
- 3.14** IO : Office of the International Affairs

4. REFERENCE

- 4.1** MSD's General Service Circulars
- 4.2** IIUM's Policies
- 4.3** Relevant Government Circular adopted by IIUM
- 4.4** Guidelines on Immigration matters as published by Malaysian Immigration Department
- 4.5** Administrative Staff Selection Committee Regulations 2020



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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
SAD / SAA	5.1 Stage 1: Identification of vacant post and placement 5.1.1 Check on status of warrant 5.1.2 Confirm the need of post at KCDIOM 5.1.3 Distribute the vacant post to KCDIOM which needed
SAD / SAA	5.2 Stage 2: Advertisement of Vacancies 5.2.1 Plan and prepare the advertisement for the posts approved by the Central Agencies. 5.2.2 Upload advertisement in iRecruti
SAA	5.3 Stage 3: Applications 5.3.1 Receive applications for the advertised posts
SAD/SAA SAA/KCDIO	5.4 Stage 4: Shortlisting of Candidates 5.4.1 Screening of the shortlisted candidates based on the requirement needed 5.4.2 Assist the KCDIOM to arrange preliminary interview
SAD	5.5 Stage 5 : Consideration of the AGSSC 5.5.1 Shortlisted candidates will be invited for interview in the AGSSC meeting 5.5.2 All decisions during the meeting will be initially recorded in an instant minutes and later will be prepared by the Secretariat in a Minutes of Meeting format.
SAA/SAA SAA	5.6 Stage 6 : Offer of Appointment 5.6.1 To draft offer letter to all successful candidates 5.6.2 To check and issue offer letter to all successful candidates 5.6.3 To update status "Rejected/Unsuccessful" in iRecruit to unsuccessful candidates 5.6.4 Submission of all immigration related documents for newly offered international staff to IO.



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RESPONSIBILITY	DETAILED PROCEDURE
SAA	5.7 Stage 7: New Staff Reporting for Duty 5.7.1 Check all relevant documents by the new staff before and during reporting for duty as per required in the acceptance form
SAA SAD	5.8 Stage 8: Updating HURIS 5.8.1 Key-in the details in the HURIS for all new staff who have reported for duty 5.8.2 Check and verify the key-in data
SAA	5.9 Stage 9: File Documents 5.9.1 File all the relevant documents in the respective files.

6. QUALITY RECORDS

No.	Quality Records	Retention Period	Location	Responsibility
1.	Resume and Supporting documents	7 years after staff ceased employment	Staff personal file MSD filing cabiner	SAA
2.	Instant minutes and Minutes of the AGSSC	7 years after staff ceased employment	Staff personal file AGSSC file MSD filing cabinet	SAA
3.	Offer of appointment	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA
4.	Copy of Identification Card (Malaysian/PR)	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA
5.	Copy of Passport (international staff)	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA
6.	Copy of DP10 (Visa) approval	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA
7.	Checklist for newly appointed staff	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA



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