


 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 03
	REVISION NO : 01
RENEWAL OF CONTRACT FOR ADMINISTRATIVE AND TECHNICAL STAFF	EFFECTIVE DATE : 02/12/20224
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RENEWAL OF CONTRACT FOR ADMINISTRATIVE AND TECHNICAL STAFF

Prepared By		Approved By	
Signature	: 	Signature	: 
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Position	: Assistant Director Employment (Non-Academic) Unit Management Services Division	Position	: Executive Director Management Services Division
Date	: 2/12/2024	Date	: 2/12/2024

CONTROLLED COPY NO. :

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1. OBJECTIVE

This procedure is prepared to ensure the process of renewal of contract of 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 processing renewal of contract of IIUM's 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
- 3.15 MID : Malaysian Immigration Department
- 3.16 DP-10 : *Permohonan Pegawai Dagang*


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
SAA DEAN/DIRECTOR	5.1 Stage 1: Identification of expiry of contract staff in the respective year and send notification to the KCDIOM 5.1.1 Send notification letter to the KCDIOM to inform on the expiry of contract period for staff 5.1.2 KCDIOM is to submit proposal for renewal of contract of staff
DEAN/DIRECTOR	5.2 Stage 2: Recommendation by the KCDIOM 5.2.1 KCDIOM is to recommend on the renewal or non-renewal of the identified contract staff through HURIS online
SAA	5.3 Stage 3: Consideration of the AGSSC 5.3.1 The AGSSC will decide on the renewal or non-renewal of contract for the Administrative and Technical staff based on the recommendation of the KCDIOM 5.3.2 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	5.4 Stage 4: Offer of Renewal / Extension 5.4.1 Offer of renewal / extension letters are issued to all successful staff 5.4.2 Completion of contract letters are issued to the staff whose contract are not renewed 5.4.3 Submission of all immigration related documents for newly offered International staff to Office of International Affairs
DEAN/DIRECTOR	5.5 Stage 5 : Certification by the KCDIOM on staff reported for duty of new contract 5.5.1 Submission of notice of appointment for renewed contract officer form of reporting duty by the KCDIOM for the new contract
SAA SAD	5.6 Stage 6 : Updating HURIS 5.6.1 Key-in the details in the HURIS for all renewed contract staff who have reported for duty 5.6.2 Check and verify the key-in data

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SAD	5.7 Stage 7 : Completion of Contract 5.7.1 Send notification letter to the KCDIOM to prepare the payment of gratuity to staff who has completed their contract
SAA	5.8 Stage 8: File Documents 5.8.1 File all relevant documents in the respective files

6. QUALITY RECORDS

No.	Quality Records	Retention Period	Location	Responsibility
1.	Instant minutes and Minutes of the AGSSC	7 years after staff ceased employment	Staff personal file AGSSC file MSD filing cabinet	SAA
2.	Offer of renewal letters	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA
3.	Copy of Passport (international staff)	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA
4.	Copy of DP10 (Visa) approval	7 years after staff ceased employment	Staff personal file MSD filing cabinet	SAA



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7. FLOWCHART

