

Reference No. : CUCMS/HR/12-1 / (10)

CYBERJAYA UNIVERSITY
COLLEGE of MEDICAL SCIENCES

Nurturing the Passion to Care

CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCES (CUCMS)

ADMINISTRATIVE & SERVICE CIRCULAR NUMBER 10
2010

ADMINISTRATIVE POSTING ORDER 2010

Registrar Office AUGUST, 2010

Copied to:
Chairman, In-Fusion Education Sdn. Bhd.
Chairman, CUCMS's Board of Governor.
President, CUCMS.
All Deans,
All Directors,
All Heads of Department,
All Staff

CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCES

CUCMS/HR/12-1 / (10) , 2010

16th AUGUST, 2010

ADMINISTRATIVE & SERVICE CIRCULAR NO.10/2010

ADMINISTRATIVE POSTING ORDER NO 1/2010

1.0 OBJECTIVE

This circular seeks to inform all staff of the Cyberjaya University College of Medical Sciences about new positions, recruitments and transfer within the University.

2.0 BACKGROUND

- 2.1 Administrative staff main job duty at CUCMS is to assist the University at the Management side and at the same time to assist the Academics in managing the students.
- 2.2 It is the policy of the Management to give the exposure to all to be transferred to various departments during their tenure in this University. This is to equip the Administrative Staff with various tasks in various departments or faculties before they are considered for Managerial positions later.
- 2.3 The rotation of Administrative Staff will take place every two or three years of their service with the University.

3.0 POSTING ORDER

After the last rotation exercise among Administrative staff in 2008, the University has now come to the rotation exercise 2010. It has been decided that the following staff members are affected in the exercise.

- 3.1 Please find **Appendix 1** as the list of Promoted Administrative Staff and **Appendix 2** being a list of transfers and new recruitments of administrative staff in respective Departments, Faculties and Centres.

- 3.2 The respective Deans, Directors or Head of Department are required to ensure that there will be a proper handling over note by respective staff and a copy of it must be sent to the Registrar Office.

This Circular is effective from 1st **September 2010**.

Thank you.

"NURTURING THE PASSION TO CARE"

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ismail Bin Mat', written over a large, loopy scribble.

(ASSOC. PROF. ISMAIL BIN MAT)
Registrar

Appendix 1: List of Promoted Administrative Staff

No.	Name/Current Position	New Position	Current Department	New Department
1.	Ms. Ida Syarmilla Mat Noor Assistant Manager	Manager	Student Affairs Department	-
2.	Mdm. Zaiful Liza Kasim Senior Executive	Governance Secretariat Manager	Faculty of Medicine	Registrar Office
3.	Mdm. Azniwati Mohd Yusop Senior Executive	Assistant Manager	Centre for Foundation in Science Studies	Academic Department Affairs
4.	Mdm. Nurul Shazlin Fadzil Executive	Senior Executive	Academic Affairs Department	Faculty of Medicine
5.	Mdm. Wan Nuryani Wan Mohamed Executive	Senior Executive	Faculty of Allied Health Sciences	Centre for Foundation in Science Studies
6.	Mdm. Rohaya Md. Yusof Executive	Senior Executive	Academic Affairs Department	-
7.	Mdm. Nor Azean Ali Executive	Senior Executive	Academic Affairs Department	-
8.	Mdm. Nur Aifah Zaini Executive (Counselor)	Senior Executive (Counselor)	Student Affairs Department	-
9.	Mr. Mohd Shahrizan Hassan Assistant Executive (Lab Technologist)	Executive (Lab Technologist)	Laboratory	-

No.	Name / Current Position	New Position	Current Department	New Department
10.	Mr. Rizuan Jusoh PA to Managing Director	Assistant Executive	Managing Director Office	-
11.	Mdm. Adura Mohd Razali Senior Administrative Assistant	Assistant Executive	Faculty of Medicine	-
12.	Ahmad Tarmizi Sa'ari Administrative Assistant	Senior Administrative Assistant	Human Resource & Administration Department	-

Appendix 2 : List of Transfer and New Recruitment of Administrative Staff

No.	Name	Position	New Department	Remarks
1.	Mdm. Aimi Izzaty Zolkepli	Executive	Corporate Affairs Department	Transfer from Marketing Department
2.	Ms. Hidayu Zainal Abidin	Executive	Marketing Department	Transfer from Centre for Graduate Studies, Research & Commercialization
3.	Ms. Alia Nurbaini Mohd Junid	Assistant Executive	Centre for Graduate Studies, Research & Commercialization	Transfer from President Office
4.	Mdm. Siti Norshieha Md Shaib	Administrative Assistant	Library	Transfer from Faculty of Medicine
5.	Mr. Mohd Fairuz Nikmat	Executive	Student Affairs Department	New Staff
6.	Mr. Ahmad Azim Pikeri	Executive	Library	New Staff
7.	Mr. Ariffudin Ismail	Executive	Faculty of Traditional & Complementary Medicine	New Staff
8.	Mdm. Wan Wahidah Herdayu	Assistant Executive	Centre for Medical Sciences Education	New Staff
9.	Mdm. Norhabibah Idris	Assistant Executive (Personal Assistant to President)	President Office	New Staff
10.	Mdm. Siti Azmah Ahmad	Assistant Executive	Centre for Languages & General Studies	New Staff
11.	Mr. Muhammad Firdaus Abd Rahman	Administrative Assistant	Laboratory	New Staff
12.	Mr. Abdul Hakim Mohammad	Administrative Assistant	Library	New Staff

No.	Name	Position	New Department	Remarks
13.	Ms. Nur Shiha Rasli	Administrative Assistant	Faculty of Medicine	New Staff
14.	Mdm. Nazimah Baharudin	Administrative Assistant	Faculty of Medicine	New Staff
15.	Ms. Azana Mat Isa	Administrative Assistant	Academic Affairs Department	New Staff