

PRIVATE & CONFIDENTIAL

Our Ref : NMUC/HR/LOA/10.2021 (01)
Date : 29th October 2021

Siti Nadzirah binti Khairuddin (NMUC)
Lot 26, Kampung Rahmat,
34600, Kamunting,
Perak.

السلام عليكم ورحمة الله وبركاته

Dear Ms. Nadzirah,

APPOINTMENT FOR THE POSITION OF JUNIOR LECTURER.

We are pleased to offer you the above position with Maritime Intelligence Sdn Bhd (MISB), the registered company for Netherlands Maritime University College (NMUC) under the following terms and conditions of employment:-

1. Teaching Permit

Your appointment is subject to a Teaching Permit being granted to you by the Malaysian Ministry of Education to assume this position. If for any reason whatsoever, the Malaysian Ministry of Education turn down our application for a Teaching Permit, this offer of employment shall be null and void and of no effect.

2. Date of Commencement

Your employment begins on 01st November 2021 and ends on 31st October 2022, with a possibility of extension upon expiry of this contract and in accordance to the terms & conditions of employment.

3. Remuneration and Benefits

Your remuneration shall be a fixed salary at the rate of
RM 10,000 per month.

Your total remuneration will be paid monthly, no later than the 7th of the following month, via credit transfer to your bank account.

4. Duties

You are to perform and carry out such duties as per attached job description (Appendix A) and responsibilities as **Junior Lecturer** and in all respects conform to and comply with the proper reasonable directions of the **Head of Academic** of Netherlands Maritime University College (NMUC) or nominee.

You are required to own a smartphone for the purpose of communication between our organizations and a Laptop to enable lectures be delivered via electronic means.

The Company reserves the rights to change your position to other position or department in NMUC.

5. Internet Access

You are required to own an internet access for the purpose of communication wherever you are located or whenever you are working from home.

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City Campus Address:

Netherlands Maritime University College (NMUC)

Formerly known as Netherlands Maritime Institute of Technology (NMIT)

Level 11-14, Kotaraya Office Tower, Galleria@Kotaraya, Jalan Abdullah Ibrahim

80000 Johor Bahru, Johor Darul Takzim, Malaysia

Tel: +607 218 2020 Fax: +607 227 1818

Email: enquiry@nmuc.edu.my Web: www.nmuc.edu.my



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SITI NADZIRAH BINTI KHAIRUDDIN – NRIC NO: 960211-08-6384

6. Normal Hours of Work

The official working hours are forty-eight (48) hours a week.

Normal working hours are from **8.15am to 5.30pm** or any other working hours may determine by the company from time to time and depending on the need.

You are also required to work overtime in addition to the normal forty-eight (48) hours of work per week if instructed to do so by the Company on reasonable notice or if necessary for the proper performance of your duties.

You will not receive any additional payment for hours worked in excess of your normal hours worked but you may, with the prior written approval of the Company, be permitted to take time off in lieu of such excess hours worked provided you comply with such conditions as the Company may imposed.

7. Place of Work

Your normal place of work will be located at **Kotaraya Campus Johor Bahru, Johor** but the Company reserves the right to transfer your employment to any place within the different subsidiaries and sister companies of the group as well as related companies of common shareholders.

8. Probation Period

The first six (6) months of your employment will be probationary.

Your performance and suitability for continued employment will be reviewed throughout your probationary period.

9. Termination of Employment

Notice of termination of service varies as stipulated in the terms and conditions of employment:

- i. Either party may terminate the Contract of Service by giving the other party one (1) month notice or one (1) month salary in lieu of notice during the probationary period and three (3) months' notices, or three (3) months' salaries in lieu of notice after confirmation;
- ii. Such notice can only be given with stipulated time before the end of semester and not at any other times;

The above provisions shall not apply in the case of dismissal due to breach of conduct and discipline or when it is found that any of the information or documents supplied to the Company on the basis of which the offer of appointment was made, is found to be false or fraudulent. The Company shall not be required to give any notice of termination, or payment in lieu thereof, to the employee upon summary dismissal.

The employment may be terminated by your:

- a. Failure to adhere to policy, Ministry of Higher Education (MOHE)/Malaysian Qualification Agency (MQA)/NMUC rules and regulations.
- b. Disclosing private & confidential information relating to organisation and superiors.
- c. Failure to portray and maintain good image of the organisation
- d. Failure to maintain punctuality/good mannerism/respect

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