

PRIVATE & COFIDENTIAL

Our Ref. : NMIT/HR/0303/2020-(02)
Date : 30th October 2020

Aslina binti Ismail
Junior Lecturer
NMIT/0303

السلام عليكم ورحمة الله وبركاته

Dear Puan Aslina,

ADMINISTRATIVE APPOINTMENT: BACHELOR OF MARITIME OCCUPATIONAL SAFETY AND HEALTH (BMOSH) PROGRAMME COORDINATOR

The above matter is referred.

The Netherlands Maritime University College (NMUC) (Formerly known as NMIT) is pleased to appoint you as **Bachelor of Maritime Occupational Safety and Health Programme Coordinator** of NMUC effective **1st November 2020**. You will be reporting directly to the Head of Academic (HOA).

With this appointment you are entitled to an administrative allowance amounting to [REDACTED] per month effective from the above said

Holding the above positions, you are expected to:

- i. assist the Head of Academic in managing the BMOSH subjects as appropriate, and is accountable to the Head of Academic (HOA);
- ii. advice the HOA in all matters relating to academic affairs within the Schools/Faculties;
- iii. recommend policies, guidelines and procedures for academic initiatives;
- iv. provide leadership in Management and BMOSH subjects and academic programme development and implementation;
- v. establish and maintain performance indicators to ensure benchmarking of academic performance;
- vi. monitor the compliance to all Malaysian Qualification Agency (MQA), Ministry of Higher Education (MOHE) and other authority regulations and requirements;
- vii. assist the Registrar and HOA in managing the relationship with other relevant stakeholders;
- viii. provide guidance and oversee various committee within the Schools/Faculties;
- ix. provide other duties as directed.

FRONTIERS REDIFINED  **TRANSFORMING POSSIBILITIES**  **CREATING FUTURES**

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