



## Administrative Executive

<b>School/Unit</b>	Human Resource
<b>Sub-Unit</b>	HR Operations
<b>Classification</b>	HEW 5
<b>Employment Type</b>	Fulltime
<b>Work location</b>	Malaysia
<b>Date document created or updated</b>	9 November 2017

### Organisational context

Established in 1998, Monash University Malaysia is one of Malaysia's most respected universities. We are Monash University's global foot print in the Asian region, carrying with us the distinction of being the Malaysian constituent of a premier research intensive Australian university ranked among the top 100 universities in the world, and a member of Australia's prestigious Group of Eight (Go8). From humble beginnings, Monash Malaysia has grown in stature, and is now recognized as a leader in the international higher education sector in Malaysia.

As a self-accrediting University, we attract students not just from Malaysia, but from all over the world. Approximately 7,500 students representing almost 70 nationalities are currently enrolled at Monash Malaysia, and enjoy a quality academic experience.

Since our inception, Monash Malaysia has built a reputation for quality, credibility and integrity, and is held in high esteem by our students, alumni, industry and government. We encourage critical thinking to help discover new ideas, reveal new perspectives and devise solutions. We maintain a long and proud tradition of excellence in education, combined with liberal values of enquiry, providing a fertile environment for bright young minds to flourish, and life-long opportunities for those wishing to enhance their education and career.

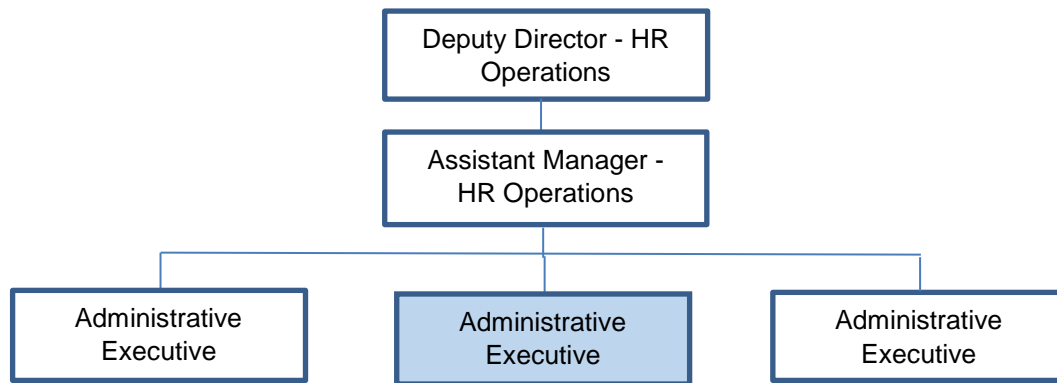
For further information see: [www.monash.edu.my](http://www.monash.edu.my)

### Position purpose

The Administrative Executive – HR Operations works under supervision of the Assistant Manager – HR Operations. Key roles of this position include providing HR advisory and managing HR operations including teaching permit compliance and administration, issuance of offer of employment, contract management, management of staff data in SAP system, and other administration of HR letters.

The organizational chart and reporting line for this position is as follows:

Director - HR



**Reporting line:** Assistant Manager, HR Operations

**Supervisory responsibilities:** Nil

**Financial delegation and/or budget responsibilities:** Nil

## Key result areas and responsibility

### 1. Teaching Permit Compliance

- Administer teaching permit applications and renewals to ensure compliance with the Private Higher Educational Institutions Act 1996 and internal business processes.
- Provide advice and guidance to staff on teaching permit requirements for staff with teaching duties.
- Manage the Ministry of Higher Education (MOHE)'s new e-IPTS system to ensure timely creation of accounts and accurate maintenance of teaching staff's records.
- Maintain timely updating of teaching permit register.
- Maintain timely updating of teaching permit information in the SAP payroll system.
- Ensure consistent and accurate maintenance of teaching permit records in e-IPTS, SAP payroll system and teaching permit register with periodic audits.
- Maintain close liaison with relevant officers of MOHE to keep abreast on application status and latest developments on teaching permit requirements.
- Monitor and track expiry of teaching permits to facilitate timely renewal.
- Facilitate preparation of teaching permit documentation and ensure timely submission to MOHE.
- Ensure timely communication to teaching staff and hiring school on the status of application submission.
- Ensure timely escalation on any non-compliance to teaching permit requirements.
- Coordinate and prepare teaching permit documentation for possible internal and external audits.
- Organise the filing of teaching permits certificates (duplicate) systematically for easy retrieval and in a timely manner.

### 2. Management of Staff Data in SAP System

- Create and maintain staff profile in the SAP system for new hires and re-hires to facilitate provisioning of Authcate and Network access.
- Maintain accurate and timely processing of staff data in the SAP system including data on personal details, dependent details, leave accrual and statutory information.
- Manage changes to statutory requirements in a timely basis including EPF, Income Tax and SOCSO.

- Contribute towards ensuring data integrity of staff records in the SAP system.

### **3. Contract Management and HR Operations**

- Manage the timely issuance of contracts for new hire, re-hire and promotion with complete documentation in line with the Staff Appointment Business Rule.
- Check to ensure complete documentation as per relevant procedures and processes.
- Maintain efficient and seamless contract management including timely monitoring and administration of staff confirmation, resignation, contract expiry, retirement, etc.
- Maintain timely administration of changes to position titles, unit or school, cost center and reporting line including facilitating formal notification and updating the SAP system.
- Provide effective and efficient management of HR operations in line with service level targets.
- Ensure effective management of other HR operations including requisition of Authcate and Network access, preparation of employment verification letter, personnel file management, etc.
- Administer the printing of M-pass cards.
- Maintain systematic filing of relevant documentation.

### **4. High quality HR support and services**

- Ensure excellent customer services in providing effective and competent advice relevant to the portfolio.
- Work collaboratively within the Human Resources Unit on HR projects and initiatives.
- As required, undertake other responsibilities as assigned by the Assistant Manager – HR Operations.

## **Key selection criteria**

1. Possess a relevant degree or diploma with at least two years' subsequent relevant experience.
2. Ability to provide good advice on relevant HR policies, procedures, guidelines and business processes.
3. Excellent communication, both verbal and written with good interpersonal skills.
4. Demonstrated ability to maintain confidentiality.
5. Possess attention to details and the ability to set priorities and meet strict deadlines.
6. Highly developed analytical and problem solving skills, including the ability to solve sensitive and complex problems.
7. Commitment to continuous quality improvement and customer focused service delivery.

## **Other job related information**

This position may require to work beyond the prescribed office hours and work collaboratively on HR projects and initiatives. Timing of annual leave may be affected by the cyclical requirements of the role.