**Guide to applicants.**

1. Each applicant is **required to complete** this Leadership Curriculum Vitae (CV);
2. The maximum limit of this Leadership CV is **five (5) pages only (excluding this page)**; and
3. Additional attachments are not allowed.



**LEADERSHIP CURRICULUM VITAE (CV)**

1. **PERSONAL INFORMATION**

Profile Picture

|  |  |
| --- | --- |
| **Particulars** | **Details** |
| **Full Name** |  |
| **Date of Birth/Age** |  |
| **Place of Birth** |  |
| **NRIC Number** |  |
| **Handphone Number** |  |
| **Email address(es)** |  |

1. **CURRENT EMPLOYMENT INFORMATION**

|  |  |
| --- | --- |
| **Particulars** | **Details** |
| **Position and Grade** |  |
| **Employment Status**  **(Permanent/ Contract/ Secondment/ Others)** |  |
| **Employer** |  |
| **Date of Retirement/ Age** |  |

1. **ACADEMIC QUALIFICATIONS AND PROFESSIONAL AFFILIATIONS**

*(in reverse chronological order)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **Course / Field of Specialization** | **Year** | **Institution** |
| **Example**  PhD (Doctor of Philosophy) | Chemical Engineering | 2005 -2008 | University of Oxford |
| C.Eng. FIChemE  (Chartered Engineer, Fellow of Institution of Chemical Engineers) | Chemical Engineering | 2017-till date | Institution of Chemical Engineers |
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1. **ANNUAL ASSESSMENT REPORT (LNPT)**

*(the last three (3) years only)*

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| --- | --- |
| **Year** | **Score** |
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1. **SCOPUS SCHOLAR CITATIONS**

|  |  |
| --- | --- |
| **Particulars** | **Information** |
| **Citations / No. of Documents** |  |
| **H-index** |  |
| **Profile link** |  |

1. **EXPERTISE AND SPECIALIZATION**

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| --- | --- |
| **Fields of Expertise** | **Areas of Specializalion** |
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1. **TEN (10) MOST SIGNIFICANT PUBLICATIONS**

*(Academic publications only: journals, books, policy papers etc.; newspaper/magazine articles, media appearances. The publications are within the last seven (7) years from the date of application)*

|  |  |  |
| --- | --- | --- |
| **Year** | **Publication Details**  **(Author, Paper Title, Journal Name, Publisher, Volume, Pages)** | **Significant Impact** |
| **Example**  2020 | Abdullah, J.J. and Abdullah, K.K. *Higher Education Leadership in Malaysia: A Critical Assessment of the Current Situation*. Journal of Higher Education (Elsevier), 24(1), 202-238. | * Was listed as a benchmark literature for the National Higher Education Review, to chart a new direction of higher education in Malaysia. * Suggested a clear competency-based leadership framework that later was adopted by the Higher Education Leadership Academy (AKEPT). * Cited more than 250 times in Google Scholar. |
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1. **UNIVERSITY MANAGEMENT AND ADMINISTRATION EXPERIENCES**

*(Key University Positions - Vice Chancellor, Chief Executive Officer, Rector, Deputy Vice Chancellor, Assistant Vice Chancellor, Deputy Rector, Director and Dean only)*

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| --- | --- | --- | --- | --- |
| **Position** | **University** | **Date / Year** | **Term**  **(Duration in Years)** | **Significant Contributions**  **(3 Major Contributions, If Relevant)** |
| **Example**  Director  Center of Alumni, Careers and Graduate Employability (ACE) | USM | March 2016 – Jun 2020 | 4 years  3 months | * Initiated and launched ADaGE (ACE’s Dashboard for Graduate Employability) for USM to monitor center-specific GE performance. * Initiated and launched WeLead alumni portal. Received more than 18,000 subscriptions after 7 days, overall subscription of more than 37,000 by end of 2017. * Rebranding of USM Career Expo (EksPen) into an impactful and profitable venture, together with Penang State Government. |
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1. **APPOINTMENTS / SECONDMENTS IN LOCAL AND OVERSEAS ORGANIZATIONS / AGENCIES**

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| --- | --- | --- | --- | --- |
| **Position** | **Organization** | **Date / Year** | **Term**  **(Duration in Years)** | **Significant Contributions**  **(3 Major Contributions, If Relevant)** |
| **Example**  Deputy Director | Higher Education Leadership Academy  (Agency under Ministry of Higher Education, MOHE) | July 2019-  Jun 2021 | 2 years  0 months | * Provided specific consultancy effort to aid MOHE in the National Higher Education Review exercise 2021; 28 new initiatives were derived, with strategically designed initiatives, approved by the Ministry of Higher Education for specific objectives. * Improvement of the AKEPT Leadership framework and the assessment center instrumentation for National Top Talent profiling. Derived and implemented AKEPT’s new ‘strategic training and assessment requirement’ (STAR) for managing Tier-1 and Tier-2 talent pools. |
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1. **POSITIONS HELD IN BODIES / ORGANIZATIONS OUTSIDE THE UNIVERSITY**

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| --- | --- | --- | --- | --- |
| **Position** | **Organization** | **Date / Year** | **Term**  **(Duration in Years)** | **Significant Contributions**  **(3 Major Contributions, If Relevant)** |
| **Example**  Chairperson | X-Ray Applications Malaysia (XAPP Malaysia) | Feb 2017-  Feb 2019 | 3 years  2 months | * Initiated the Industry-XAPP young researcher award in the area of Materials and Physics. This award attracted 81 applications of the 2021 edition. * Involved in the making of ‘Malaysian Standard of Ore Characterization’ Guideline (2018). Two chapters of the 11-chapter guideline were provided by XAPP set committees. * Successfully organized the 10th International Conference on X-Rays and Related Techniques 2018 (ICXRI 2018); 223 participants, approximately 40% international participation and XAPP profit of more than RM70,000. |
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