Guide to applicants.

i. Each applicant is **required to complete** this Leadership Curriculum Vitae (CV);

ii. The maximum limit of this Leadership CV is **five (5) pages only (excluding this page)**; and

iii. Additional attachments are not allowed.

LEADERSHIP CURRICULUM VITAE (CV)

A. PERSONAL INFORMATION

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

Profile Picture

B. CURRENT EMPLOYMENT INFORMATION

Particulars	Details
Position and Grade	
Current Administrative Post	
Employment Status (Permanent/ Contract/ Secondment/ Others)	
Employer	
Department/PTJ	
Date of Retirement/ Age	

C. 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

D. ANNUAL ASSESSMENT REPORT (LNPT)

(the last three (3) years only)

Year	Score

E. SCOPUS SCHOLAR CITATIONS

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

F. EXPERTISE AND SPECIALIZATION

Fields of Expertise	Areas of Specializalion

G. 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.

H. 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)

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.

I. APPOINTMENTS / SECONDMENTS IN LOCAL AND OVERSEAS ORGANIZATIONS / AGENCIES

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.

J. POSITIONS HELD IN BODIES / ORGANIZATIONS OUTSIDE THE UNIVERSITY

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.