



CAREER OPPORTUNITY AT IIUM SCHOOLS SDN. BHD.

- IIUM Schools Sdn. Bhd. (ISSB) seeks to appoint an enthusiastic, reliable and self-motivated academic/non-academic candidate to join our big family.
- We offer attractive salary and benefits that commensurate qualifications and experiences besides providing opportunity to develop employees' career path.
- Our vision is to become a major provider of quality Islamic education nationally and internationally.

How to Apply?

Thank you for your interest in working with IIUM Schools Sdn. Bhd.

Interested applicants can send their detailed Curriculum Vitae, contact number, email address and current passport size photograph to the Human Resource Department. Please captioned the position interested.

Please send documents either by:



Method 1: By electronic mail to: hr@iium-schools.edu.my



Method 2: By online to : <https://iium-schools.edu.my/v3/career/>



Method 3: By postage to:

Manager,
Human Resource Department
IIUM Schools Sdn. Bhd.
Batu 8, Jalan Sungai Pusu
Off Jalan Gombak
53100 Kuala Lumpur

Contact No: 03-6188 4400 (ext. 81)

Fax. No. : 03-6188 3300

Immediate Job Vacancy at ISSB

- **Non- Academic Position**

NON-ACADEMIC POSITION	Closing Date: 16th October 2020
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Position 1: Male Warden (1 position)

Location : International Islamic School Secondary, Gombak, Kuala Lumpur

Department	Status	Expected Report Duty
Student Accommodation	Temporary	October 2020

Job Description:

1. Responsible for Students' Accommodations and Facilities.
2. Monitoring students' movement boarding onto bus to schools and students' boarding off from bus upon returning from schools.
3. Monitoring the overall matters in relation to students, hostel's activities, hostel and student's safety, welfare and disciplinary affairs.
4. To ensure all hostel residents adhere to the Student Accommodation Rules & Regulations.
5. To assist the residents in any problematic hostel matters.
6. To submit weekly reports on the disciplinary matters, cleanliness, food quality and service, transportation and student's attendance in the hostel.
7. Warden on duty should always be ready (at all times) in their respective apartment, to attend to the needs of any emergency, disciplinary and medical cases as instructed by the Head Warden.
8. Ready to cover for other Warden on weekend; in case of emergency cases or when the other officer is on leave. (24 hours on call basis).
9. To perform any additional responsibilities assigned by the Head Warden.

Job Requirements:

1. Candidate must possess at least a Diploma / Bachelor Degree in Psychology.
2. At least 1 – 2 years in relevant working experience.
3. Good in human relation and verbal communication skills.
4. Good command and written in English and Bahasa Malaysia.
5. Have the characteristics of maturity, decent leadership attitude and experience in student management.
6. Have a good religious background will be an added advantage.
7. Responsible, self-motivated and able to work independently (minimal supervision) to accomplish task.
8. Has own transport and valid driving license.
9. Flexible and willing to work unsocial hours.
10. Applicants should be Malaysian citizens.