

**UNIVERSITI TEKNOLOGI MARA  
FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN  
POLISI**



**AN OVERVIEW OF THE MINISTRY OF HIGHER  
EDUCATION (MOHE) RESEARCH GRANTS  
APPLICATION: UNIMAS INNOVATION**

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# **CHAPTER 1**

## **INTRODUCTION**

### **1.1 Introduction**

This chapter contains of eight (8) sections. Section 1.2 Backgrounds of UNIMAS INNOVATION. While, section 1.3 explains Vision of UNIMAS INNOVATION. Next section 1.4 explains Mission of UNIMAS INNOVATION. Section 1.5 showed Organizational Structures. Section 1.6 explains Service Provided and section 1.7 showed the Department Logo's and lastly in Section 1.8 explains the chapter summary.

### **1.2 Background of UNIMAS INNOVATION**

UNIMAS INNOVATION, which was first known as Research and Innovation Management Centre (RIMC), was established in April 2003. As UNIMAS grew in size and stature, the need to strengthen research and grants within UNIMAS gave birth to Research and Innovation Management Centre (RIMC) on 10 January 2005. The rapid growth of UNIMAS and the importance of research and innovation for our university led to the change in RIMC's name to UNIMAS INNOVATION on 1<sup>st</sup> January 2015.

## **CHAPTER 2**

### **JOB DESCRIPTION**

#### **2.1 Chapter Review**

This chapter is focused on the history of employee job since working at UNIMAS. Section 2.2 for Introduction. Then, continue with Section 2.3 which explains on job description in three (3) different departments which is Department of Human Resource, Department of UNIMAS Innovation and current Department, Human Capital Development Division. Lastly in 2.4 explains chapter summary.

#### **2.2 Introduction**

Since working in UNIMAS, the employee, Nor Atikah Binti Junaidi was placed in three (3) different department and was joined the University Malaysia Sarawak starting from 2<sup>nd</sup> May 2008 until now. Almost 8 (eight) years working experienced the employee was had various different experienced in job description. For first second year the employee was being placed in the Human Resource Department from May 2008 until September 2009. The 1<sup>st</sup> job description in Human Resource Department is dealing with the task related to service personnel in the civil service for example is staff leave, staff service book, salary, declaration of assets, dealing with the process of promotion for academic and non academic staff and so on.

## **CHAPTER 3**

### **ANALYSIS**

#### **3.1 Chapter Review**

This chapter is focus on the overview of The Ministry of Higher Education (MOHE) Research Application Grants in UNIMAS, Section 3.2 explains about introduction to this chapter, Section 3.3 explains application grants in UNIMAS. Section 3.4 explains the MOHE Grants Application. Then Section 3.5 explains the process of MOHE Grants Application in UNIMAS. While, Section 3.6 explains the process of Monitoring MOHE Grants. Section 3.7 explains about the strength and Section 3.8 explains about limitations. Lastly, Section 3.9 explains chapter summary.

#### **3.2 Introduction**

Research activities are the main source to produce researchers who are expected to produce research that benefit to society. At the university level, with the establishment of the UNIMAS INNOVATION, research activities have been fully dealt with and can be further extended. The research activities at the university can be divided into two main sources of outside Research Grants and Research Grants Internal UNIMAS. Examples of research grants from external sources are as of MOHE Research Grant, MOSTI and external agencies.