General

Knowledge, skills and leadership key characteristics of administrators

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PEKAN, 2 August 2021 - The administrators of Universiti Malaysia Pahang (UMP) are encouraged to embody three important characteristics, namely knowledge, skills and leadership in administration and always open their minds in fulfilling tasks and commitments.

They also need to remember the greatness in administration is indispensable in any Responsibility Centres (PTJ).
Therefore, do not consider job rotation as something negative.

In fact, it is a process of improving the knowledge and experience of an administrator.

According to the UMP Vice-Chancellor, Professor Ir. Dr. Wan Azhar Wan Yusoff, administrators need to realise that their presence in a PTJ can benefit the organisation.

“Each position is a trust given and never feel that the position is permanent.

“I am confident that the UMP administrators are optimistic so that some of them apply to be transferred to other PTJs because they want to learn other administrative matters.

“Every administrator needs to perform their duties more efficiently because maybe some of these administrators will hold big responsibilities such as the position of Registrar one day,” he said in *Program Suara Pentadbir Unggul Siri 2* titled *‘Pentadbir Unggul: Pembangunan Sumber Manusia dari Perspektif Pengurusan’.*

Therefore, he said, the skills of administrators in various areas can indirectly help increase the value of an administrator.

“In fact, the value of a competent administrator who can lead any institution is very much in demand.

“Therefore, as an administrator, do not view this task within the university and in the office only but take it more openly.

“Administrators should also never underestimate the training provided but make it useful.

“Take this opportunity to improve your competence to continue to grow in your career,” he said.
Professor Ir. Dr. Wan Azhar also advised administrators to build competencies.

“If you are competent, you are definitely a valuable person.

“Focus on one’s abilities that will indirectly benefit oneself and the university.

“When performing duties, it is necessary to always be guided by core values, strengthen brotherhood, cultivate respect for each other and reduce prejudice.

“Let’s pray that we can perform our duties well and stay away from things that are prohibited by complying with the rules and the constitution,” he said.

The programme, which lasted almost two hours, was moderated by the Executive of the Faculty of Manufacturing and Mechatronics Engineering (FTKPM), Nadira Hana Ab Hamid.

The programme, which was attended by almost 100 administrators, was also attended by the UMP Chief Operating Officer/Registrar, Hazmin Aris.

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