General

Outstanding administrators must prepare to improve knowledge and competency

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KUANTAN, 22 June 2021 - The role of university administrators is to carry out excellent duties and always use their minds to gain knowledge and enhance competencies.

Outstanding administrators also need to be prepared to add communication skills and possess staged competencies as each level is different in terms of its responsibilities and risks.

According to the UMP Vice-Chancellor, Professor Ir. Dr. Wan Azhar Wan Yusoff, there are three levels of administrator in administrative management at the university, namely executive, mover and strategic.

“The first level describes a new administrator, and they need to understand the process and be skilled in managing the department’s operations.

“The mover level is capable of planning and monitoring initiatives as well as training in managing executives.

“They consist of movers who can plan, mentor and act as enablers or drivers.

“It is important in the field to make decisions,” he said.

The next level, he said, is the strategic leader who can determine the direction, including coordinating resources in the organisation and analyzing expectations and risk levels before making decisions.

“So, the responsibility of the administrator at this level is greater.

“In nurturing an outstanding administrator, they must also have integrity by not violating the syariah and national laws.

“Besides that, administrators should constantly improve their competencies and knowledge in daily tasks such as preparing meeting minutes and paperwork and other tasks with better quality,” he said.

In addition, in mobilising this effort, the university has planned several training programmes according to the appropriate level.

“These include plans to send administrators to the best places to undergo management training at the international level and build networking with renowned universities such as Harvard University, Massachusetts Institute of Technology (MIT) and universities in Singapore.

“Most importantly, every administrator must function collectively, covering various inter-related

aspects.

“These aspects do not stand on their own but influence each other comprehensively and holistically.

“In this situation, everyone is free to share their views, including young administrators, by making it a culture in the organisation,” he said.

Professor Ir. Dr. Wan Azhar also reminded the administrators that they become an identity when they always give benefits and continue doing good to the community.

He attended the *Suara Pentadbir Unggul* (SPU) Series 1 programme moderated by the Director of UMP Press, Muhammad Azli Shukri, to discuss *Pentadbir Unggul, Identiti, Kompetensi dan Pemikiran’* organised by the UMP Registry Department.

The online programme aimed to strengthen the brotherhood, realise the ‘Moving Together’ agenda and share the development of the university with the management and professional groups.

Such programmes are expected to continue with sessions involving other staff groups.

With the concept of public dialogue (town hall meeting), such programmes will be held more frequently to get views and discuss solutions to every problem that arises.

Various other activities will be held, such as inter-departmental sports competitions, team building, and the application of core values to strengthen the way of working, improving the quality of work and systematically working towards university excellence.

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