

Call for Applications for the Position of Rector at UIII

Qualified Muslim academics are invited to apply for the position of Rector at *Universitas Islam Internasional Indonesia (UIII)* in Depok, Indonesia, for the service period of 2024-2029. Detailed requirements, timelines, and registration procedures are outlined below:

Requirements

Prospective candidates must meet the following criteria:

1. Must be a Muslim; understand and adhere to Muslim obligations.
2. Possess integrity.
3. Demonstrate vision, missions, and commitment to the development of UIII.
4. Hold a doctoral degree and a full functional position as a professor.
5. Be under 60 years old by the end of the term of current Rector (May 29, 2024)
6. Have at least two years of managerial experience in higher education, with a minimum position as the Head of the Study Program or equivalent.
7. Be physically and mentally healthy.
8. Have no legally binding court convictions.
9. Not be affiliated with any political parties and/or their organizations.
10. Have proficiency in English and/or Arabic.
11. Have received education from reputable universities in Indonesia and abroad.

Prospective candidates must fulfil the following administrative requirements:

1. A statement of intent to become the Rector of UIII.
2. A Health certificate issued by a public/government hospital.
3. Copies of degree certificate(s) from recognized foreign universities, authenticated by the relevant Ministry.
4. A statement declaring no affiliation with political party administration.
5. A comprehensive curriculum vitae containing the history of employment, professional experience, and educational background; and
6. A statement confirming commitment to:
 - a. work full-time as UIII Rector.
 - b. not to have concurrent positions in:
 - 1) other educational units both public and private,
 - 2) governmental entities both central and regional,
 - 3) state-owned or regional-owned enterprises, or private,
 - 4) political parties or their affiliate organizations.
 - c. willingness to resign or be dismissed if duties and responsibilities as UIII Rector are not fulfilled.

Additionally, candidates must also submit an internal paper in English, covering:

1. Strategies to achieve UIII's vision and missions.
2. Innovative and creative ideas to support the academic, research, and community service development and sustainability at UIII.
3. A strategic plan for UIII's sustainable development, including network expansion, national and international cooperation, and fundraising abilities from the public.

Matrix of Required Documents

No	Requirements	Documents/Supporting Evidence
1.	Be under 60 years old by the end of term of current Rector (May 29, 2024)	Submit/upload a copy of your National Identity Card (KTP)
2.	Have at least 2 (two) years of managerial experience in higher education, with a minimum position as the Head of the Study Program or equivalent.	Submit/upload a copy of the Decree (SK) for the position you have held (at least 2 years' experience and minimum as Head of Study Program or equivalent)
3.	A Health certificate issued by a public/government hospital.	Submit/upload a health certificate from a public/government hospital issued within the past month.
4.	Nominate yourself as a Rector of UIII in a written statement.	Submit/upload a statement of intent to nominate yourself as Rector of UIII (stamped Rp. 10,000)
5.	The candidate holds a doctoral degree (Ph.D.) and has received education from reputable universities both domestically and internationally.	Submitting/uploading a copy of the Doctoral (Ph.D.) degree certificate and a copy of the certificate from a reputable foreign university, which has been officially recognized by the Ministry responsible for higher education affairs.
6.	Hold a full functional position as a professor.	Submit/upload the professor's decree (SK Guru Besar)
7.	Recent colored photograph (red/blue background) size 4 x 6	Submit/upload a recent colored photograph (red/blue background) size 4 x 6
8.	A statement letter confirming not being an administrator/member of political parties	Submit/upload a statement letter confirming not being an administrator/member of political parties (stamped Rp. 10,000)
9.	A statement of commitment to work full time and not to hold concurrent positions	Submit/upload a statement of commitment to work full time and not to hold concurrent positions (stamped Rp. 10,000)
10.	A paper in English	Submit/upload a paper in English
11.	Curriculum Vitae	Submit/upload original curriculum vitae

Timeline

No	Stages	Date	
1.	Application	May 10-22, 2024	
	Registration		
2.	Review	May 22-24, 2024	
	A		The review and assessment of applicants who meet the requirements and criteria
	B		Announcement of the Candidates by the UIII Board of Trustees
3.	Presentation of the Candidates in front of the UIII Board of Trustees	May 27, 2024	
4.	Decision Making by the UIII Board of Trustees	May 28, 2024	
5.	Announcement of the Selected Rector by the UIII Board of Trustees	May 28, 2024	

Registration Procedures

1. Applicants can register online by submitting softcopies of all required documents (in PDF format) to the email of the selection committee at panitia.pilrek@uiii.ac.id and/or by submitting the hard copies to the Rector Selection Committee at the Rectorate Building of Universitas Islam Internasional Indonesia (UIII) on Jl. Raya Bogor Km 33.5, Cisalak, Kec. Sukmajaya, Depok City, West Java 16416.
2. Reception of required documents is open during working hours (Monday to Thursday, 08:00 to 16:30 Jakarta time) and (Friday, 08:00 to 17:00 Jakarta time).
3. For further inquiries, please contact the designated Contact Person of the Selection Committee, Mr. Hatta A. at 0818908032.

Depok, May 10th 2024
Chair of Rector Selection Committee

Dr. Chaider S. Bamualim, MA.