

FAQ

Vacancies

1. Where can I search for available vacancies at the University/Faculty?

You can search for available vacancies at the University/Faculty via the following links:

- [Universiti Malaya Career Portal](#)
- Faculty of Business and Economics:
 - [Official Website](#)
 - [Facebook](#)
 - [Twitter](#)

2. What positions are available at the faculty?

We have both academic and non-academic (executives and supporting staff) positions at the faculty. For specific positions available, please refer to links above.

The academic position is open all year round. However, non-academic positions are open subject to availability. Do check our official website and social media for job vacancy advertisement from time to time.

3. I am not a Malaysian citizen. Can I apply for an academic position?

Yes, we invite international applicants to apply for an academic position at the faculty provided you meet the requirements for the position.

4. How long does it take to process my application?

The average duration taken to process applications for academic positions may take up to 12 weeks, and for non-academic positions may take up to 8 weeks.

This duration includes the entire hiring process; from shortlisting to interviews (both at faculty and central levels), reference checks, and issuance of offer letter.

Submitting an Application

1. How do I apply for an academic position?

Interested candidates are required to fill in this application form and ensure that you attach all the required supporting documents (please ensure it is certified true copy) listed in the checklist to avoid your applications being rejected as incomplete.

2. How do I apply for a non-academic position?

Interested candidates for non-academic positions are required to submit the following documents:

- a) Resume
- b) A copy of IC and birth certificate*
- c) Academic certificate (SPM and above)*
- d) Other supporting documents*

*Please ensure the documents are certified true copy.

3. Can I apply for more than one (1) position?

Yes, provided you meet the required criteria as stated in the advert.

Updates on My Application

1. When can I expect to hear about the status of my application and how will I be notified?

For academic position, the faculty will notify you via email for an interview at the faculty level about 4 weeks after the closing date. Subject to your performance during the interview, the Human Talent Management Division will notify you via email for the interview at central level. This duration may differ subject to availability of the committee members.

For non-academic position, the faculty will notify you via email for an interview at the faculty level within 3 weeks after the closing date.

2. Will I get feedback on my application?

Due to the high volume of applications we receive we may not be able to provide individual feedback.

Interviews

1. What is the interview process?

Generally, for applicants residing in Malaysia, the interviews will be carried out physically at the faculty, unless stated otherwise. For international applicants, the interview session will be carried out online. Most interviews last approximately 30 – 45 minutes.

2. Do you have onsite visitor parking?

We do have parking for visitors in front of the Azman Hashim Building, subject to availability.

3. Is there anything else I need to prepare for the interview?

For academic position, applicants are required to do a mock-teaching (approx. 15 minutes) during the interview. The topic is usually provided in the interview invitation.

Job Offers

1. If I am successful in my application, can I work from my home country (outside Malaysia)?

All applicants are required to report duty physically to the Head of Department/Dean and are required to submit documentations including medical report to the Human Talent Management Division.

Should you need further information, please do not hesitate to communicate with:

Mdm. Normala Ab Rahim
Assistant Registrar
Human Management & Administration Unit
Administration Office
Faculty of Business and Economics
Universiti Malaya

Email : normala_abdulrahim@um.edu.my
Tel : 03-7967 3828