



Work Opportunities at Monash University Sunway Campus (MUSC)

As a full campus of Monash University, Monash University Sunway Campus (MUSC) provides a distinctive international experience, with excellence in teaching and research. We engage with Malaysian and regional societies to improve the human condition. The Sunway campus is a dynamic community of scholars comprising staff and students, supported by collegial processes and comprehensive first-class infrastructure, and aspiring to intellectual achievement of the highest order.

Please find the following frequently asked questions (FAQ) as a guide to addressing any concerns that you may have:

Note: References where related are specifically made toward MUA secondees and overseas incumbents (Non Malaysian) or Malaysians intending to work at MUSC :

1) Q: What is the selection process for employment?

A: All applications will be evaluated accordingly to ascertain whether requirements of the role have been met. Shortlisted applicants will then be contacted for a subsequent interview which will be done by a panel. The panel interview will proceed to interview these shortlisted candidates, which will be done either face to face (for Malaysian local candidates) or via videoconference (for overseas candidates). The successful candidate will be then contacted and offered the position. However, it must be emphasized that only shortlisted candidates will be contacted, and for those who are not contacted, to then consider that their application was not successful.

2) Q: As a current Monash University Australia (MUA) staff, can I apply for positions at MUSC?

A: Yes, you can apply in accordance with meeting the strict requirements of the advertised role. If you have been shortlisted for an interview, you are advised to inform your immediate supervisor and Unit / Department Head and Human Resources. This is due to the fact that should you be considered as a potential successful candidate, due discussions may take place between Human Resources at MUA and School / Human Resources at MUSC in determining the type of agreement or offer to be made to you. The position may be offered to you as either one of the following:

- i)** A secondment from MUA to MUSC, in which you will be still considered as an employee of MUA. Your salary will be paid by MUA, and this salary is subject to statutory deductions as per Australian terms and laws. You will still be subject to the employment policies, conditions and arrangements of MUA unless otherwise stated specifically in the secondment agreement. This agreement may where applicable, related and expressly stated; among other conditions, retain your substantive role, recognize your service and manage your continuing superannuation fund contributions.



- ii) A standard local contract offer of employment from MUSC which may require a resignation from MUA. You will be considered as a local MUSC employee, paid in local currency and subject to Malaysian terms and laws.

3) Q: What are the types of appointment at MUSC?

There are two categories of appointments – academic and non-academic as detailed below..

i) *Academic appointments*

Initial appointment in MUSC can range from on a one to a five year fixed term contract. During the fixed term period, a staff can be considered by the University to be offered a permanent offer of employment (known as a continuing contract). Appointments can be on a full time or fraction (part-time) basis. All appointments are subject to a probationary period of 6 months. A valid employment pass is required for non-Malaysian staff. Further information can be viewed at [Academic Contracts-Guidelines](#).

ii) *Non-Academic appointments*

The non-academic appointment can be either a continuing contract or a fixed term contract depending on the job position and role. Appointments may also be offered either on a full time or fraction (part-time) basis. All appointments are subject to a probationary period of 6 months. A valid employment pass is required for non-Malaysian staff.

4) Q: What are the visa processes before entering Malaysia?

A: MUSC will make the necessary arrangements after the contract of employment has been signed by the successful overseas candidate. Overseas incumbents intending to work in Malaysia must obtain the appropriate category of visas or employment pass prior to commencing work. It is important to note that an applicant must have the necessary niche expertise or qualification which either cannot be found or is in scarcity in Malaysia, in order to substantiate the related application process. Applications will be made by MUSC to the Malaysian Immigration Department for endorsement of relevant visas or employment pass. The overseas incumbent must remain in their home country or country of residence pending approval of the relevant visas or employment pass. An Employment Pass is issued to foreigners who are engaged under an employment or secondment agreement to perform professional duties, or technical roles that requires specific practical skills and experience for a minimum period of two years. As this area is subject to changes and updates, you are advised to check the related link for the latest information on this area : www.imi.gov.my

5) Q: What are the relocation terms and conditions for overseas staff?

A: MUSC will pay reasonable expenses incurred in securing an employment visa for the successful overseas candidate. However, MUSC will assist in securing passes for your legal



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spouse and dependent children but will not cover their visa expenses. If necessary and appropriate, MUSC will provide a direct one-way economy air ticket from your country of residence prior to coming to Malaysia. A matching benefit will be provided to your legal spouse and dependent children up to age 18 years or up to age 24 years if they are in full-time higher education. Reasonable expenses incurred in relocating to (but not from) Malaysia will be reimbursed, up to a limit of one month's base salary.

B: For MUA staff employed by MUSC on a secondment

- the incumbent would retain their substantive role in MUA
- salary will be paid at the MUA equivalent for the seconded role
- service would be recognised
- MUSC will pay return economy airfares for incumbent, on commencement and completion of secondment.
- MUSC will pay relocation and/or storage costs for household goods
- MUSC will pay reasonable costs for Visa and Teaching/Work Permits
- MUSC will pay reasonable costs for income tax assistance for both home and host country
- MUSC will pay for expatriate health insurance
- MUSC will pay reasonable costs for schooling of dependent children

6) Q: What are the overall remunerations offered at MUSC?

A: We offer a compensation and benefits package that is competitive and comparable with those of other similar local institutions. Local staff will receive competitive overall remuneration packages; while seconded and overseas staff members, in addition to local salaries, are entitled to receive relocation expenses, children's educational support, insurances and home country travel.

7) Q: As a non-Malaysian, how much will I be taxed under the current tax laws of Malaysia?

A: Non Malaysian local staff will be taxed at resident rates once they meet specified conditions. Under Malaysian tax laws, a staff member is considered a non-resident if they stay less than 182 days in Malaysia in a year, regardless of your citizenship or nationality. In the first six months, the rate of deduction is approximately 26% of gross salary. After six months of continuous employment, staff will revert to nominal Malaysian tax rates, and may be eligible for refunds if there has been overpayment in the first year of tax assessment. You are advised to check the related link for the latest updates or related information on this area: www.hasil.org.my



8) Q: What are the professional advancement opportunities at MUSC?

A: All promotion and salary advancements are determined by merit based on a fair, equitable, and transparent performance measurement process, and the employee's capacity to assume increased responsibilities. Supervisors regularly review the work of employees to obtain the most effective use of their services and expertise. We actively encourage our employees to upgrade their skills and broaden their experiences through training and career development opportunities.

9) Q: Where is MUSC located?

A: Monash University Sunway Campus is located in the vibrant and thriving township of Bandar Sunway in the district of Petaling Jaya, Selangor, Malaysia. It is only a 20 minute drive to the Kuala Lumpur city centre via the New Pantai Expressway, and approximately 1 hour drive from the Kuala Lumpur International Airport (KLIA). Our campus is situated nearby to shopping and entertainment centers, hotels, residences, commercial banks, restaurants, and hospitals.

10) Q: What are the facilities and services at MUSC?

A: Our campus houses various facilities to serve employees and their families. These include ATMs offering full banking services, a bookshop and convenience store, a spacious cafeteria that has local and international fare, Multi faith centre, mother's room and Monash staff club equipped with a lounge and gym.

11) Q: What types of resources are available at MUSC?

A: The campus is fitted with world-class facilities including 24 specialized engineering laboratories dedicated to selected specializations including robotics and mechatronics; state-of-the-art television and radio studios; and the country's only live cell imaging microscope and single cell imaging microscope. The campus pride – its Library and Learning Commons – is a dynamic facility that encourages learning through inquiry, collaboration, discussion and consultation, and integrates IT facilities and library services in a user-friendly environment. Here, students and staff have access to over 315,000 e-books, 60,000 e-journals, and 1,000 electronic databases as well as online lectures, reading lists as well as past exam papers.

12) Q: What are the types of accommodation available nearby to MUSC?

A: You can easily lease partially furnished and fully furnished accommodation in residential condominiums or houses in various residential districts of Bandar Sunway. The costs vary from RM1500 (1 bedroom apartment) to RM 2,500 onwards (3 bedroom house). The nominal rental conditions which may vary from the owners requirements are 3.5months deposit (2



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months rental as deposit + 1 month rental as advance and ½ months rental as deposit for electricity and water bill).

13) Q: What are the types of Education and Learning Institutions in Malaysia available for my school going children?

A: Local public education is solely meant for Malaysian nationals. For non-Malaysians, private education is the standard, whereby in general there are readily available international schools with English as the medium of instruction. Many international schools offer study programs and school calendars similar to those of overseas staff's mother countries. Notable are the Sunway International School, Alice Smith School, Australian International School, Garden International School and Sri Kuala Lumpur.

Should you have further queries or require clarification, you may send your query to: recruit@monash.edu.my, and a response will be provided as soon as permissible.