



Email

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Address

Oral Health Program
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Malaysia

Phone

03 – 8883 3811

Date of Birth

18 December 1979

Nationality

Malaysian

Skills

Intermediate user of
Microsoft Office (Words,
Excel, Power Point)

Expert in producing
documentations

Languages

Dual languages -
Malay and English

Intermediate

CURRICULUM VITAE (CV)

Dr. Azizi binti Ab Malek

Senior Principal Assistant Director UG54

Government Servant with strong passion and will try to do the best in every responsibility and task given

Experience

Senior Principal Assistant Director (UG54)

Oral Health Accreditation and Globalisation, Oral Health Programme, Ministry of Health Malaysia

Federal Government Administrative Centre Putrajaya

February 2019 – Present

Currently working as Senior Principal Assistant Director at Oral Health Accreditation and Globalisation, Oral Health Programme, Ministry of Health (OHP MOH). Major tasks include:

1. Collaborating with **Malaysian Qualifications Agency (MQA)** in conducting:
 - technical evaluation for Full Accreditation (renewal) of undergraduate dental degree programmes of the HEPs.
 - technical evaluation for increase of student intake of the HEPs.
 - compliance monitoring visit to the HEPs.
2. As a core person in organizing:
 - **workshop** to update panel of assessors on the “Code of Practice for Programme Accreditation – Undergraduate Dental Degree [COPPA(Dental), 2019]” on 16 & 17 July at Avillion Admiral Cove Hotel, Port Dickson Negeri Sembilan. There were 30 participants consisting of current panel of assessors and identified lecturers and MOH.
 - **Joint Technical Accreditation Committee (JTAC) Meetings** at 2-monthly intervals (six times a year).
 - **Jawatankuasa Penggunaan Fasilitas KKM untuk Tujuan Latihan Pelajar Institut Pengajian Tinggi Meetings** at 3-monthly intervals (four times a year).

3. Numerous experiences in dealing / communicating with various stakeholders and agencies such as Dental Dean's Association, Royal Malaysian Army Forces, Malaysian Qualifications Agencies (MQA) and Higher Education Providers (HEPs).
4. Develop and maintaining a good public relation with:
 - **Higher Education Department, Ministry of Higher Education** for the purpose of sharing information regarding cabinet memorandum on extension of the **Dental Moratorium**.
 - Other MOH departments such as **Legal Advisor Office (Pejabat PUU)** for the purpose of development / renewal of **Memorandum of Agreement (MoA)** between KKM and HEPs (for training undergraduate students at MOH facilities).
5. Any other relevant task for the section.

Senior Principal Assistant Director (UG54 / UG52)

Oral Health Professional Development, Oral Health Programme, Ministry of Health Malaysia

*Federal Government Administrative Centre Putrajaya
September 2014 – February 2019*

Major tasks include:

1. Collaborating with Training Management Division of MOH (**Bahagian Pengurusan Latihan, KKM**) in processing application for **overseas In-Service Training and Advanced Competency Programme (ACP)** in order to get blanket approval from Director General (KPK) and Secretary General (KSU) by preparing *Minit Sokongan KPK* together with proposal paper before the offer letter issued by **BPL KKM**.
2. Collaborating with the Policy and International Relations Division of MOH (*Bahagian Dasar and Hubungan Antarabangsa, KKM*) in processing application for One-off Overseas Courses / International Conferences in order to get approval from Director General (KPK) and Secretary General (KSU) by preparing *Minit Sokongan KPK* before the offer letter issued by BDHA, KKM.

3. As a secretariat with Training Management Division of MOH (**Bahagian Pengurusan Latihan, KKM**) in organizing and co-ordinating several series of *Program Transformasi Minda* (PTM) for New Dental Officer Grade UG41 (additional one day for Dental Technical Module)
2018 – PTM Bil. 1 – Bil. 3 /2018
2017 – PTM Bil. 1 – Bil. 4 /2017
4. Appointed as *Ahli Tetap bagi Jawatan Kuasa Pembelajaran Secara Atas Talian* (JPSAT) MOH
27 November 2018 – 11 February 2019
5. Core person in organizing and co-ordinating several series of workshop for New Dental Officer Programme (NDOP) (national level):
- *Bengkel Pelaksanaan New Dental Officer Programme (NDOP) bagi Zon Sabah, Sarawak dan Labuan* on 23 – 25 November 2016 at Riverside Majestic Hotel Kuching, Sarawak
 - *Bengkel Pelaksanaan New Dental Officer Programme (NDOP) bagi Zon Tengah dan Zon Selatan* on 2 – 4 November 2016 at Quality Hotel City Centre, Kuala Lumpur.
 - *Bengkel Pelaksanaan New Dental Officer Programme (NDOP) bagi Zon Utara* on 5 – 7 October 2016 at Tabung Haji Hotel, Alor Setar, Kedah.
 - *Bengkel Pelaksanaan New Dental Officer Programme (NDOP) bagi Zon Timur* on 20 - 22 August 2016 at Permai Inn Hotel, Terengganu.
6. Appointed as myCPD 2.0 input provider / Subject Matter Expert (SME) and core development committee member (July 2015 – July 2017)

Dental Officer In - charge (UG52 / UG48)

Negeri Sembilan Dental Health Section

Negeri Sembilan Health Department

July 2004 – September 2014

1. **Dental officer in - charge** for total of four (4 years) at Klinik Pergigian Juasseh, Kuala Pilah Negeri Sembilan. Have various experiences in administrative management in primary dental care which include patient / customer management, implementing quality management system (MS ISO 9001:2008), clinical procedures and staff management.
2. As one of MS ISO 9001:2008 **auditor** for six (6) consecutive years.
3. More than **10 years experiences as a clinician / general dental practitioner** at various primary dental clinics and hospitals
4. As a **government servant for total of 16 years** in service

Education

Doctor of Dental Surgery (DDS)

Universiti Kebangsaan Malaysia (UKM)

2004

Sijil Matrikulasi

Matrikulasi Sains Dengan Biologi

Universiti Kebangsaan Malaysia (UKM)

Pusat Pengajian Luar Kampus (Pusat Matrikulasi Kuala Pilah Negeri Sembilan)

1997

Awards

1. *Anugerah Perkhidmatan Cemerlang* (APC) receiver in **2017**
2. *Anugerah Perkhidmatan Cemerlang* (APC) receiver in **2009**

Others

INTERNATIONAL CONFERENCE ATTENDED

32nd Asia Pacific Dental and Oral Health Congress, Sydney, Australia

Nominated by OHP MOH and sponsored by MOH under one-off allocation (*Peruntukan Program Khusus KKM 2018*)

23 – 24 July 2018

Others

1. Appointed as an interviewer for the :

- promotion of Dental Therapist Grade U36 to Grade U38
3 – 4 September 2020
- recruitment of Grade UG41 New Dental Officer (contract basis appointment)
10 – 14 February 2020
- promotion of Dental Therapist Grade U38 to grade U40
30 March 2017
- recruitment of Grade U19 Dental Surgery Assistant (DSA) together with Public Service Department (JPA)
13 – 15 March 2017
- recruitment of Universiti Kebangsaan Malaysia (UKM) new dental students (representing UKM Alumni)
1 – 3 June 2016
6 – 8 June 2018

2. Appointed as *Ahli Majlis Bersama Jabatan* (MBJ) (as the representative from Oral Health Programme MOH) – appointed as *Penolong Setiausaha* for *Wakil Pekerja* in MBJ itself.
1 January 2016 – 31 December 2017

3. Appointed as Ambassador Bos Online Training for Blue Ocean Strategy Training MOH 2017

4. Appointed as a secretariat for Technical Meetings of Oral Health Programme MOH (OHP MOH) at 2-monthly intervals (six times a year).
27 November 2018 – 9 Januari 2020

5. Appointed as a secretariat for *Mesyuarat Jawatankuasa Dasar dan Perancangan Kesihatan Pergigian (JDPKP)*, KKM at 2-monthly intervals (six times a year).
23 April 2020 – Present

6. *Tabung Take Care* Oral Health Programme MOH:

- Appointed as a **Committee Member (representing Dental Officer)**
Session 2017 – 2018
- Appointed as a **Secretary**
Session 2020 - 2021

Other relevant Activities

- **Malaysian Dental Association (MDA)** – Member
2004 – Present
- **UKM Alumni Association** – Member
2007 - Present

Referees

1. Datin Dr. Norinah binti Mustapha

Deputy Director
Oral Health Accreditation and Globalisation Sector
Oral Health Programme
Ministry of Health Malaysia
Tel : 03 – 8883 4214

2. Dr. Norashikin binti Mustapha Yahya

Deputy Director
Oral Health Professional and Auxiliary Practice Sector
Oral Health Programme
Ministry of Health Malaysia
Tel : 03 – 8883 2942