**Standar Kompetensi Jabatan Kelerek - Pelaksana**

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| Nama Jabatan | : | Pengadministrasi Perkantoran |
| Kelompok Jabatan | : | Jabatan Kelerek - Pelaksana |
| Urusan Pemerintahan | : | - |
| Kode Jabatan | : | 05 - 01.01.05 |

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| **JABATAN PIMPINAN TINGGI MADYA** | | | | | | | | | | |
| I. | IKTISAR JABATAN | | |  | | | | | | |
|  | Iktisar Jabatan | | | Melaksanakan kegiatan dukungan administrasi perkantoran, pemerintahan, dan pelayanan publik (customer service) mencakup dukungan administrasi dan kesekretariatan (pencatatan dan pendokumentasian), administrasi keuangan, kepegawaian, perencanaan, umum, tata usaha, dan unit teknis sesuai dengan tugas fungsi organisasi | | | | | | |
| II. | STANDAR KOTENSI | | | | | | | | | |
| Kompetensi | | | Level | | Diskripsi | | Indikator Kompetensi | | | |
|  | | |  | |  | |  | | | |
| **A. Manejerial** | | | | | | | | | | |
| 1. |  | |  | |  | |  | | | |
| 2. |  | |  | |  | |  | | | |
| 3. |  | |  | |  | |  | | | |
| 4. |  | |  | |  | |  | | | |
| 5. |  | |  | |  | |  | | | |
| 6. |  | |  | |  | |  | | | |
| 7. |  | |  | |  | |  | | | |
| 8. |  | |  | |  | |  | | | |
| **B. Sosial Kultural** | | | | | | | | | | |
| 9. |  | |  | |  | |  | | | |
| **C. Teknis** | | | | | | | | | | |
| 1 |  | |  | |  | |  | | | |
| 2 |  | |  | |  | |  | | | |
| 3 |  | |  | |  | |  | | | |
| 4 |  | |  | |  | |  | | | |
| III. | PERSYARATAN JABATAN | | | | | | | | | |
| Jenis Persyarat | | | | | | Uraian | | Tingkat Pentingnya thd Jabatan | | |
| Mutlak | Penting | Perlu |
| A. | Pendidikan | 1. Jenjang | | | | D-III/SLTA Sederajat | | | | |
|  |  | 2. Bidang Ilmu | | | | D-3 (Diploma-Tiga)/SLTA Sederajat | | | | |
| B. | Pelaihan | 1. Manejerial | | | | Tidak dipersyaratkan | |  |  |  |
|  |  | 2. Teknis | | | | Diklat teknis Pengadministrasi Perkantoran | |  |  |  |
|  |  | 3. Fungsional | | | | Tidak dipersyaratkan | |  |  |  |
| C. | Pengalaman kerja | | | | | Tidak dipersyaratkan | |  |  |  |
| D. | Pangkat | | | | | - | | | | |
| E. | Indikator Kinerja Jabatan | | | | | - | | | | |