

**PEMERINTAH PROVINSI BENGKULU**

**INFORMASI JABATAN**

|  |  |  |  |  |  |  |  |  |  |
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| 1. | **NAMA JABATAN** | | : | ${nama\_jabatan} | | | | | |
|  |  | |  |  | | | | | |
| 2. | **KODE JABATAN** | | : | ${kode\_jabatan} | | | | | |
|  |  | |  |  | | | | | |
| 3. | **UNIT KERJA** | | : |  | | | | | |
|  | **a. JPT Utama** | | : |  | | | | | |
|  | **b. JPT Madya** | | : | ${jpt\_madya} | | | | | |
|  | **c. JPT Pratama** | | : | ${jpt\_pratama} | | | | | |
|  | **d. Administrator** | | : | ${administrator} | | | | | |
|  | **e. Pengawas** | | : | ${pengawas} | | | | | |
|  | **f. Pelaksana** | | : |  | | | | | |
|  | **g. Jabatan Fungsional** | | : |  | | | | | |
|  |  | |  |  | | | | | |
| 4. | **IKTISAR JABATAN** | | : |  | | | | | |
|  |  | |  | ${ikhtisar} | | | | | |
| 5. | **KUALIFIKASI JABATAN** | |  |  | | | | | |
|  | **a. Pendidikan Formal** | | : | ${pdd\_formal} | | | | | |
|  |  | |  | ${pdd\_jurusan} | | | | | |
|  | **b. Pendidikan & Pelatihan :** | | | | | | | | |
|  |  | | a) | Struktural : ${pelatihan\_struktural} | | | | | |
|  |  | | b) | Fungsional : ${pelatihan\_fungsional} | | | | | |
|  |  | | d) | Teknis : ${pelatihan\_teknis} | | | | | |
|  | **c. Pengalaman Kerja** | | : | ${pengalaman\_kerja} | | | | | |
|  |  | |  |  | | | | | |
| 6. | **TUGAS POKOK** | |  |  | | | | | |
|  |  | |  |  | | | | | |
| **No** | **Uraian Tugas** | | | **Hasil Kerja** | **Jumlah Hasil** | **Penyelesaian (jam)** | **Waktu Efektif** | **Kebutuhan Pegawai** |
| ${tp\_tingkat} | ${tp\_uraian\_tugas} | | | ${tp\_hasil\_kerja} | ${tp\_hasil} | ${tp\_penyelesaian} | 1250 | ${tp\_kebutuhan} |
| **Jumlah** | | | | | |  |  | ${tp\_total} |
| **Jumlah Pegawai** | | | | | | |  | ${tp\_pegawai} |

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| **7.** | **HASIL KERJA** | | | : | ${hasil\_kerja\_jabatan} | |
|  |  | | |  |  | |
| **8.** | **BAHAN KERJA** | | | **:** |  | |
| NO | BAHAN KERJA | | | PENGGUNAAN DALAM TUGAS |
| ${bk\_tingkat} | ${bahan\_kerja} | | | ${bk\_penggunaan} |

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| **9.** | **PERANGKAT KERJA** | | | **:** |  | |
| NO | PERANGKAT KERJA | | | PENGGUNAAN DALAM TUGAS |
| ${pk\_tingkat} | ${perangkat\_kerja} | | | ${pk\_penggunaan} |

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| **10.** | **TANGGUNG JAWAB** | | **:** |  |
|  | NO | URAIAN | | |
|  | ${tanggung\_jawab} | | | |

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| **11.** | **WEWENANG** | | **:** |  |
|  | NO | URAIAN | | |
|  | ${wewenang} | | | |

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| **12.** | **KORELASI JABATAN :** | | | | |
|  | NO | NAMA JABATAN | UNIT  KERJA/ISNTANSI | DALAM HAL |
|  | ${kj\_tingkat} | ${kj\_nama\_jabatan} | ${kj\_unit\_kerja} | ${kj\_deskripsi} |

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| **13.** | **KONDISI LINGKUNGAN KERJA** | | **:** |  |
|  | NO | ASPEK | | FAKTOR |
|  | 1. | Tempat kerja | | Dalam Ruangan : ${lk\_dalam}%  Luar Ruangan : ${lk\_luar}% |
|  | 2. | Suhu | | ${lk\_suhu} |
|  | 3. | Udara | | ${lk\_udara} |
|  | 4. | Keadaan ruangan | | ${lk\_ruangan} |
|  | 5. | Letak | | ${lk\_letak} |
|  | 6. | Penerangan | | ${lk\_penerangan} |
|  | 7. | Suara | | ${lk\_suara} |
|  | 8. | Keadaan tempat kerja | | ${lk\_keadaan} |
|  | 9. | Getaran | | ${lk\_getaran} |
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| **14.** | **RISIKO BAHAYA** | | **:** |  | |
|  | NO | NAMA RESIKO | | | PENYEBAB |
|  | 1. | Fisik | | | ${lk\_fisik} |
|  | 2. | Mental | | | ${lk\_mental} |

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| **15.** | **SYARAT JABATAN** |  |  |
|  | a. Keterampilan kerja | : | ${sj\_keterampilan} |
|  | b. Bakat Kerja | : | ${sj\_bakat} |
|  | c. Temperamen Kerja | : | ${sj\_tempramen} |
|  | d. Minat Kerja | : | ${sj\_minat} |
|  | e. Upaya Fisik | : | ${sj\_upaya\_fisik} |
|  | f. Kondisi Fisik | : |  |
|  |  | 1) | Jenis Kelamin : ${sj\_jenis\_kelamin} |
|  |  | 2) | Umur : ${sj\_umur} |
|  |  | 3) | Tinggi Badan : ${sj\_tinggi} |
|  |  | 4) | Berat Badan : ${sj\_berat} |
|  |  | 5) | Postur Badan : ${sj\_postur} |
|  |  | 6) | Penampilan : ${sj\_penampilan} |
|  | g. Fungsi Pekerjaan | :  a. | Hubungan dengan data |
|  |  |  | ${sj\_hubungan\_data} |
|  |  | b. | Hubungan dengan orang |
|  |  |  | ${sj\_hubungan\_orang} |
|  |  | c. | Hubungan dengan benda |
|  |  |  | ${sj\_hubungan\_benda} |
|  |  |  |  |
| **16.** | **PRESTASI KERJA YANG DIHARAPKAN :**  ${prestasi\_harapan} | | |
|  |  |  |  |
| **17.** | **KELAS JABATAN** | : | ${kelas\_jabatan} |