

Daftar Unit Kompetensi List of Unit(s) of Competency

No. Skema (Scheme No.) : 07/SS.4MSDM/LSP-UNPAM/2018
 Skema Sertifikasi : Kualifikasi 4 Pada Bidang Manajemen Sumber Daya Manusia
 (Certification Scheme) : 4th Qualification in the Field of Human Resource Management

No No	Kode Unit Unit Code	Judul Unit Kompetensi Title of Competency Unit(s)
1	M.701001.038.01	Melaksanakan Kegiatan Pembelajaran Dan Pengembangan Carry Out Learning and Development Activities
2	M.701001.057.01	Menyusun Prosedur Operasi Standar Pengelolaan Kinerja Develop Standard Operating Procedures for Performance Management
3	M.701001.065.01	Menyusun Prosedur Operasi Standar Remunerasi Di Tingkat Organisasi Prepare Standard Remuneration Operating Procedures at the Organizational Level
4	M.701001.080.01	Melaksanakan Pemenuhan Hak-Hak Pekerja Carry Out the Fulfillment of Workers' Rights
5	M.701001.005.01	Menyusun Uraian Jabatan Prepare Job Descriptions
6	M.701001.008.01	Membuat Rencana Pencarian Sumber Calon Pekerja Make a Plan for Finding Prospective Workers
7	M.701001.011.01	Melaksanakan Proses Seleksi Calon Peserta Carry Out the Selection Process of Prospective Participants
8	M.701001.012.01	Melaksanakan Penilaian Hasil Seleksi Carry Out Assessment of Selection Results
9	M.702090.013.01	Melakukan Penawaran Kerja Terhadap Calon Pekerja Make Work Offers for Prospective Workers
10	M.702090.014.01	Melakukan Penempatan Kerja Make a Job Placement
11	M.701001.031.01	Mengimplementasikan Budaya Kerja Organisasi Keseluruh Unit Kerja Implementing Organizational Work Culture Throughout Work Units
12	M.701001.034.01	Mengidentifikasi Kebutuhan Kompetensi Melalui Rekam Jejak Melalui Perkembangan Pekerja Identify Competency Requirements Through a Track Record Through Employee Development
13	M.702090.060.01	Mengelola Proses Evaluasi Pekerja Manage Employee Evaluation Processes
14	M.702090.081.01	Melaksanakan Hubungan Kerja Sesuai Peraturan Perundang – Undangan Carry Out Work Relations in Accordance with Laws and Regulations



Hary Hidayat

Tanda Tangan Pemilik

Signature of Holder





BADAN NASIONAL
SERTIFIKASI PROFESI
INDONESIAN PROFESSIONAL
CERTIFICATION AUTHORITY



SERTIFIKAT KOMPETENSI CERTIFICATE OF COMPETENCE

No. : 78300 3341 4 0003969 2021

Dengan ini menyatakan bahwa
This is to certify that,

Hary Hidayat

No. Reg. SDM 1426 00033 2021

Telah kompeten pada Bidang :
Is competent in the area of :

Manajemen Area Kerja Manajemen Sumber Daya Manusia
Management The Work Area of Human Resources Management

Dengan Kualifikasi/Kompetensi :
with Qualification/Competency :

Kualifikasi 4 Pada Bidang Manajemen Sumber Daya Manusia
4th Qualification in the Field of Human Resource Management

Sertifikat ini berlaku untuk : 3 (tiga) Tahun
This certificate is valid for : 3 (three) Years

Tangerang Selatan, 18 Februari 2021

Atas nama (*On Behalf of*) BNSP

Lembaga Sertifikasi Profesi Universitas Pamulang
Pamulang University Professional Certification Institute



Dr. Iin Rosini, S.E., M.Si., CSRS., CFA., CFRM., CAP.

Ketua
Chairman

