| | JOB DESCRIPTION | Doc. no. | : | 0001/JDXX/HRD/2012 |
|---|---|---|---|---|
| LOGO | **JOB DESCRIPTION** | Revision no. | : | 000 |
| | **URAIAN JABATAN** | Effective date | : | dd/mm/2012 |
| | | Revision date | : | dd/mm/2010 |
| PT. Pasti Maju | | No. of pages | : | 4 |

## I. Job Identity / Identitas Jabatan

| | | | | |
|---|---|---|---|---|
| Job Code | : | | Organization | : |
| Job Title | : IT System and Network Administrator | | Direction | : Resource Management and Communication |
| Superior | : Unit Head – Information Technology | | Division | : Information Technology Unit |
| Subordinate | : - | | Department | : |

## II. Job Description / Uraian Jabatan

| 2.1. | Job Mission (*Explain the essentials of the existence of the job. It shall clarify the very reason for the job to subsist within the organization*) / Tujuan Jabatan |
|---|---|
| | Mengelola dan mengimplementasikan sumber daya dan hal-hal yang berhubungan dengan system komputasi baik dengan perangkat lunak, perangkat keras dan perangkat infrastrukturnya meliputi pengelolaan dan perawatan/pengawasan terhadap sistem aplikasi, infrastruktur, jaringan komputer dan setiap unit yang berhubungan dengan aplikasi IT untuk mendukung kinerja organisasi secara efektif dan efisien. |

| 2.2. | Main Responsibility (*Goals bind for the job mission to be accomplished / major duties performed. Omit details as to how the duty is performed*) / Tanggung Jawab Utama | |
|---|---|---|
| | | *Time Allocation / Skala Waktu* |
| | 2.2.1. Melakukan pemeliharaan, perawatan dan pengembangan *system data base, server*, jaringan dan komputer. | Harian |
| | 2.2.2. Membentu penyediaan *software* dan *hardware* dan identifikasi kebutuhannya. | Kondisional |
| | 2.2.3. Memberikan asistensi teknis penggunaan *software* dan *hardware.* | Kondisional |

| 2.3. | Main Authority (*Authority given to job to make decision without any aid from supervisor*) / Kewenangan Utama |
|---|---|
| | 2.3.1. Merekomendasikan prosedur penggunaan teknologi informasi yang digunakan disetiap unit. |
| | 2.3.2. Mengakses komputer / aplikasi yang akan diperbaiki. |

| 2.4. | Job Performance Indicator (*Standards which are used in measuring successful performance of the job*) / Indikator Kinerja |
|---|---|
| | 2.4.1. Terpenuhinya kebutuhan peralatan infrastruktur IT dengan baik. |
| | 2.4.2. Terpenuhinya kebutuhan *software* yang dibutuhkan. |

## III. Job Challenge (*job challenge because of the dynamic existence of the job, not of the disability of job holder*) / Tantangan Pekerjaan

| 3.1. | Tantangan utama jabatan ini adalah bagaimana caranya mengatasi gangguan jaringan dengan tepat dan cepat serta melakukan pengembangan yang diperlukan termasuk Pembuatan *software* (aplikasi) yang dibutuhkan. |
|---|---|

## IV. Job Relationship (*Internal and/ or external official relationship other than to supervisor and subordinate.*) / Hubungan Pekerjaan

| 4.1. | Internal |
|---|---|
| | Seluruh unit yang menggunakan infrastruktur IT. |
| 4.2. | External |
| | Kemendiknas : laporan dan koordinasi system jaringan PT. PASTI MAJU. |

|  |  |  |
|---|---|---|

---

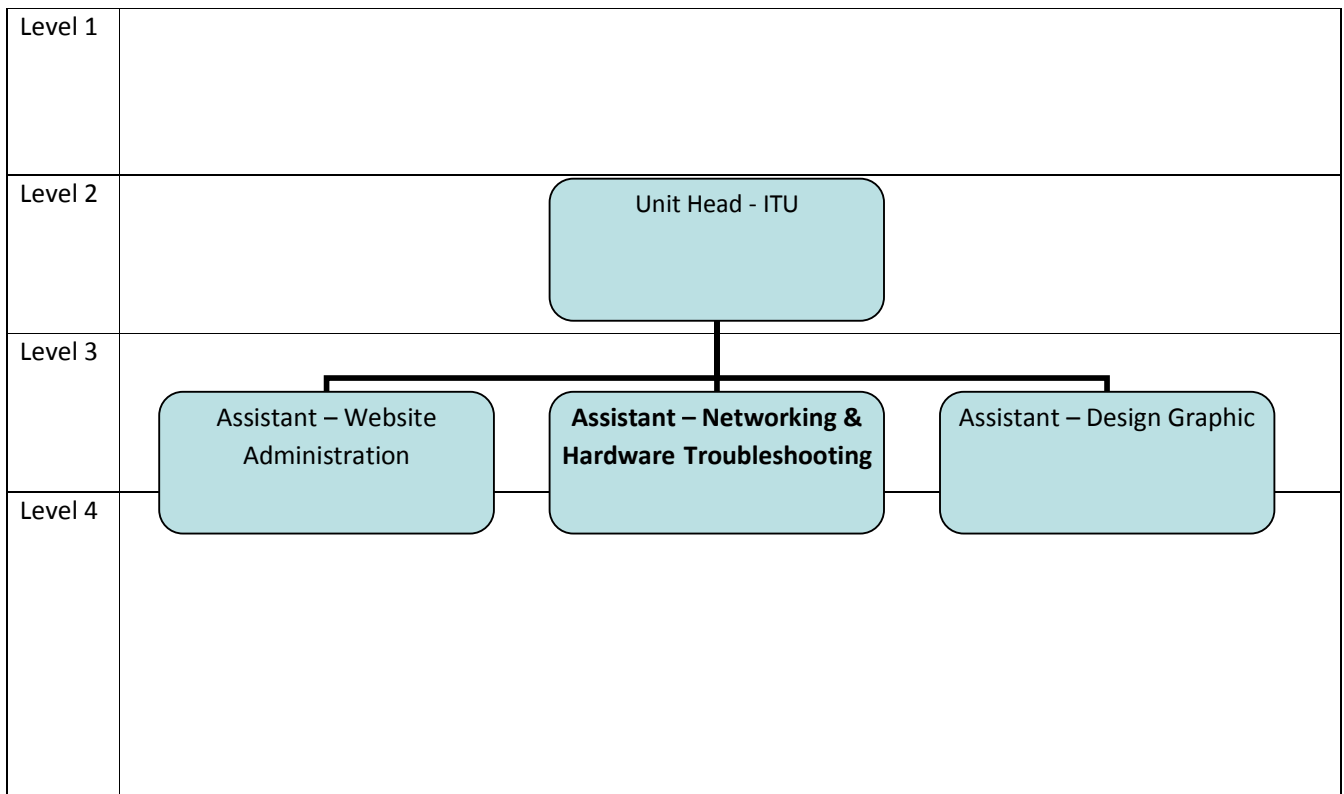| **V.** | **Job Dimension** *(Important aspects managed by the job that directly and/ or indirectly affects the accomplishment of all Main Responsibilities.)* / Dimensi Jabatan |

| 5.1. | Financial Dimension | | |
|---|---|---|---|
| | 5.1.1. | Operating budget | : |
| | 5.1.2. | Assets value | : |
| | 5.1.3. | Sales turn over | : |
| | 5.1.4. | Revenue targeted | : |
| 5.2. | Non Financial Dimension | | |
| | 5.2.1. | Area of sales | : |
| | 5.2.2. | No. of direct subordinate | : |
| | 5.2.3. | No. of Indirect subordinate | : |

---

| **VI.** | **Job Requirement** *(List of minimum requirement in order to perform the job normally)* / Persyaratan Jabatan |

| 6.1. | **Job Pre-requisite** *(Lists all the necessary conditions that must be met by any entrant to be eligible to hold the job)* / Persyaratan Wajib |
|---|---|
| | - |
| 6.2. | **Job Propensity Gauge** *(Lists all the necessary conditions that show the capability of any particular competency of an entrant)* / Persyaratan Minimum |
| | 6.2.1    Min. Pendidikan : Sarjana (S1) |
| | 6.2.2.    Min. Pengalaman <br>      -   1 (satu) tahun dibidang IT |
| | 6.2.3.    Sertifikasi yang dibutuhkan <br>      - |
| 6.3. | **Job Competency Requirement** *(Lists the entire necessary competency that must be performed by any entrant to do the least of the job. Please note that this is one of three part series in job requirement, all of which have the same level of importance)* / Persyaratan Kompetensi |

| 1 | Basic | : | Mengetahui / memahami |
|---|---|---|---|
| 2 | Effective | : | Mampu melakukan / menjalankan / mengoperasikan |
| 3 | Intermediate | : | Mampu meyusun rencana / menganalisa / mengevaluasi |
| 4 | Advance | : | Mampu membuat / mendesain / mengembangkan / menciptakan |

| No. | Name of Competency | Code | 1 | 2 | 3 | 4 | Req. Level |
|-----|--------------------|------|---|---|---|---|------------|
| **A.** | **Basic Competency** | | | | | | |
| 1. | Organizational Commitment and Integrity | ORG | ▓ | ▓ | | | 3 |
| 2. | Achievement Orientation | ACH | ▓ | ▓ | | | 3 |
| 3. | Innovation and Continues Improvement | INN | ▓ | ▓ | | | 2 |
| 4. | Accountability | ACC | ▓ | ▓ | | | 3 |
| 5. | Perseverance | PER | ▓ | ▓ | | | 3 |
| 6. | Teamwork and Cooperation | TEA | ▓ | ▓ | | | 2 |
| 7 | Impact and Influence | IMP | ▓ | | | | 1 |
| 8 | Interpersonal Relationship Building | INT | ▓ | | | | 1 |
| 9 | Initiative and Creative Thinking | INI | ▓ | ▓ | | | 2 |
| 10 | Self Control and Confidence | SEL | ▓ | | | | 1 |
| **B** | **Technical Competency** | | | | | | |
| 11 | Concern for Order | COC | ▓ | | | | 1 |
| 12 | Information Seeking | INF | ▓ | | | | 1 |
| 13 | Customer Service Orientation | CUS | ▓ | | | | 1 |
| 14 | Conceptual Thinking | COP | ▓ | | | | 1 |
| 15 | Quality Awareness and Assurance | QUA | ▓ | | | | 1 |
| 16 | Communication Skill | COT | ▓ | | | | 1 |
| 17 | Safety Health Environment Awareness | SAF | ▓ | | | | 1 |
| 18 | English Literacy | ENG | ▓ | ▓ | | | 2 |
| **C** | **Information Technology Competency** | | | | | | |
| 19 | Computer Literacy | CPT | ▓ | ▓ | | | 2 |
| 20 | Database Management | DAT | ▓ | ▓ | | | 2 |
| 21 | IT System Management | ITM | ▓ | ▓ | ▓ | | 3 |
| 22 | IT System Administration | ITA | ▓ | | | | 1 |

**VII. Organization Structure** (*Position of particular job within the organization structure. Draw of the diagram in detail as to describe superior, subordinate and coworker relationship*) / Struktur Organisasi

| Level 1 | |
|---|---|
| Level 2 | Unit Head - ITU |
| Level 3 | Assistant – Website Administration    **Assistant – Networking & Hardware Troubleshooting**    Assistant – Design Graphic |
| Level 4 | |

**VIII. Authorization / Pengesahan**

| Superior | Job Holder | HRD |
|---|---|---|
| | | |
| Signature   : | Signature   : | Signature   : |
| Name       : | Name       : | Name       : |
| Date        : | Date        : | Date        : |