|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nama perusahaan** | **JOB DESCRIPTION URAIAN JABATAN** | Doc. no. | : |  |
| Revision no. | : |  |
| Effective date | : |  |
| Revision date | : |  |
|  | No. of pages | : |  |

|  |
| --- |
| 1. **Job Identity / Identitas Jabatan** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Code | : |  | Organization | : |  |
| Job Title | : |  | Direction | : |  |
| Superior | : |  | Division | : |  |
| Subordinate | : | - | Department | : |  |

|  |
| --- |
| 1. **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 | | |
|  | 2.1.1. |  | |
|  | 2.1.2. |  | |
| 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. | Membuat Job Description dari masing-masing jabatan untuk memperoleh data yang yang dibutuhkan dalam proses Job Evaluasi. | bulanan |
|  | 2.2.2. | Melakukan Job Evaluasi berdasarkan Job Description yang ada agar diperoleh bobot pekerjaan yang sebenarnya. | bulanan |
|  | 2.2.3. | Melakukan Job Grading berdasarkan hasil Job Evaluasi agar tercipta system grading yang sesuai dengan kondisi sebenarnya. | bulanan |
|  | 2.2.4. | Membuat Grading baru di perusahaan agar dapat dibuat sebuah struktur gaji yang baru yang sesuai dengan bobot masing-masing job position. | bulanan |
|  | 2.2.5. |  |  |
|  | 2.2.6. |  |  |
|  | 2.2.7. |  |  |
|  | 2.2.8. |  |  |
| 2.3. | Main Authority (*Authority given to job to make decision without any aid from supervisor.*) / Kewenangan Utama | | |
|  | 2.3.1. | \_ | |
|  | 2.3.2. |  | |
|  | 2.3.3. |  | |
|  | 2.3.4. |  | |
| 2.4. | Job Performance Indicator(*Standards which are used in measuring successful performance of the job.*) / Indikator Kinerja | | |
|  | 2.4.1. |  | |
|  | 2.4.2. |  | |
|  | 2.4.3. |  | |
|  | 2.4.4. |  | |
|  | 2.4.5. |  | |
|  |  |  | |

|  |
| --- |
| 1. **Job Relationship** (*Internal and/ or external official relationship other than to supervisor and subordinate.*) / Hubungan Pekerjaan |

|  |  |  |
| --- | --- | --- |
| 3.1. | Internal | |
|  | 3.1.1. |  |
|  | 3.1.2. |  |
|  | 3.1.3. |  |
| 3.2. | External | |
|  | 3.2.1. | - |
|  | 3.2.2. |  |
|  | 3.2.3. |  |
|  | 3.2.4. |  |

|  |
| --- |
| 1. **Job Dimension** *(Important aspects managed by the job that directly and/ or indirectly affects the accomplishment of all Main Responsibilities.*) / Dimensi Jabatan |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4.1. | Financial Dimension | | | |
|  | 4.1.1. | Operating budget | : | - |
|  | 4.1.2. | Assets value | : | - |
|  | 4.1.3. | Sales turn over | : | - |
|  | 4.1.4. | Revenue targeted | : | - |
| 4.2. | Non Financial Dimension | | | |
|  | 4.2.1. | Area of sales | : | - |
|  | 4.2.2. | No. of direct subordinate | : | - |
|  | 4.2.3. | No. of Indirect subordinate | : | - |

|  |
| --- |
| 1. **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 | | | | |
|  | 6.1.1. |  | | | |
|  | 6.1.2. |  | | | |
| 6.2. | **Job Propensity Gauge** (*List all the necessary conditions that show the capability of any particular competency of an entrant*) / Persyaratan Minimum | | | | |
|  | 6.2.1 |  | | | |
|  | 6.2.2. |  | | | |
|  |  |  |  | | |
|  | 6.2.3. |  | | | |
|  |  |  |  | | |
| 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 | | | : |  |
| 2 | Effective | | | : | Communication, Job Description, Job Evaluation, Job Grading, Persuasive skill, Negotiate Skill, |
| 3 | Intermediate | | | : |  |
| 4 | Advance | | | : |  |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **No.** | **Name of Competency** | **Code** | **Competency Level** | | | | **Req. Level** | | **1** | **2** | **3** | **4** | | **A.** | **Basic Competency** |  |  |  |  |  |  | | 1. | Integrity |  |  |  |  |  |  | | 2. | Innovation |  |  |  |  |  |  | | 3. | Continues Improvement |  |  |  |  |  |  | | 4. | Accountability |  |  |  |  |  |  | | 5. | Perseverance |  |  |  |  |  |  | | 6. | Teamwork |  |  |  |  |  |  | | **B.** | **Behavioral Competency** |  |  |  |  |  |  | | 1. | Achievement Orientation |  |  |  |  |  |  | | 2. | Impact and Influence |  |  |  |  |  |  | | 3. | Interpersonal Relationship Building |  |  |  |  |  |  | | 4. | Initiative |  |  |  |  |  |  | | 5. | Self Control and Confidence |  |  |  |  |  |  | | 6. | Adapting to Change |  |  |  |  |  |  | | 7. | Conceptual Thinking |  |  |  |  |  |  | | 8. | Analytical Thinking |  |  |  |  |  |  | | 9. | Problem Solving |  |  |  |  |  |  | | 10. | Decisive Judging |  |  |  |  |  |  | | **C.** | **Managerial Competency** |  |  |  |  |  |  | | 1. | Visioning |  |  |  |  |  |  | | 2. | Team Leadership |  |  |  |  |  |  | | 3. | Managing Others |  |  |  |  |  |  | | 4. | Developing Others |  |  |  |  |  |  | | 5. | Conflict Management |  |  |  |  |  |  | | **D.** | **Technical Competency** |  |  |  |  |  |  | | 1. | Presentation Skill |  |  |  |  |  |  | | 2. | Negotiation Skill |  |  |  |  |  |  | | 3. |  |  |  |  |  |  |  | | 4. |  |  |  |  |  |  |  | | 5. |  |  |  |  |  |  |  | | 6. |  |  |  |  |  |  |  | | 7. |  |  |  |  |  |  |  | | 8. |  |  |  |  |  |  |  | | | | | | |

|  |
| --- |
| 1. **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 |  |
| Level 3 |  |
| Level 4 |  |

|  |
| --- |
| 1. **Authorization / Pengesahan** |

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