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	No. :	Tanggal : Revisi ke :

DRAFT

Jabatan : IT Spv

Departemen : IT

Nama :

A. TUJUAN PEKERJAAN

Menyelenggarakan pengelolaan teknologi informasi yang meliputi penataan perangkat keras, perangkat lunak dan jaringan komunikasi data, memelihara dan mengevaluasi infrastruktur, pengembangan infrastruktur, dan fasilitas jaringan komunikasi data internal maupun eksternal sesuai dengan peraturan yang berlaku untuk mendukung pelaksanaan tugas pokok dan semua fungsi/departemen dalam mencapai target kerja yang ditentukan oleh perusahaan.

B. FUNGSI JABATAN

1. Menyusun rencana kerja dalam aplikasi kegiatan harian sesuai dengan target kerja yang telah ditentukan oleh atasan (Manager) dan mengkonsultasikan kebutuhan tersebut dengan atasan dan departemen terkait agar dapat menunjang pelaksanaan tugas pokok dan fungsi departemen terkait.
2. Bertanggungjawab dalam penyelenggaraan pengadaan seperti perangkat keras, perangkat lunak dan jaringan komunikasi data.
3. Memelihara dan mengevaluasi infrastruktur, pengembangan infrastruktur untuk kelancaran pelaksanaan kegiatan yang dibutuhkan divisi terkait di dalam perusahaan.
4. Melakukan kontrol dan mengevaluasi kinerja dan proses pekerjaan setiap anggota sehingga sesuai dengan SOP dan ketentuan.
5. Menjadi perpanjangan tangan perusahaan dalam menginformasikan dan memastikan visi, misi, budaya dan aturan perusahaan dipahami dan dilakukan dengan baik oleh seluruh anggota.

C. SKILL DALAM PEKERJAAN

1. Bisa memahami permasalahan yang dihadapi oleh user (Software, Hardware & jaringan).
2. Memahami dasar programming language.
3. Memiliki pemahaman dan pengetahuan yang baik tentang cara kerja Software, Hardware, jaringan dan sistem pengoperasiannya.
4. Kemampuan berinteraksi dengan orang lain dan memberikan solusi atas permasalahan yang terjadi.

D. TARGET KERJA

1. Memastikan Software, Hardware & jaringan yang dipakai oleh user dapat berfungsi normal atau berjalan seperti seharusnya dengan melakukan perawatan rutin.
2. Bisa mengadakan Software, Hardware & jaringan yang dibutuhkan oleh user untuk menunjang kegiatan pelaksanaan tugas pokok seluruh divisi dalam perusahaan.

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