

BAB 2 / CHAPTER 2



PENGURUSAN SUMBER MANUSIA DAN KEWANGAN HUMAN RESOURCES AND FINANCIAL MANAGEMENT

Bahagian Pentadbiran dan Kewangan telah diberi tanggungjawab untuk merancang, melaksana dan memantau aktiviti pentadbiran am, pengurusan sumber manusia dan pengurusan kewangan. Bahagian ini juga memberi khidmat sokongan kepada semua kakitangan di Ibu Pejabat dan JAS Negeri. Bahagian ini dibahagikan kepada tiga (3) seksyen yang utama iaitu Seksyen Pentadbiran, Seksyen Pengurusan Sumber Manusia dan Seksyen Kewangan.

Pentadbiran Am

Pada 2009, Seksyen Pentadbiran telah menjalankan aktiviti-aktiviti seperti berikut:

- Perhimpunan Bulanan bersama Ketua Pengarah dan kakitangan JAS;
- Majlis Anugerah Perkhidmatan Cemerlang 2008 dan Jasamu Dikenang dalam menghargai sumbangan kakitangan JAS yang telah lama berkhidmat pada 18 Jun 2009;
- Kursus Kementerian Sumber Asli dan Alam Sekitar (NRE) Asset untuk pegawai-pegawai JAS Negeri mengikut zon;
- Taklimat pemverifikasian stor;
- Mengambil bahagian dalam Pertandingan 5S dan Penjimatan Tenaga peringkat Kementerian;
- Menyelaraskan gerai pameran JAS semasa Hari Bersama Pelanggan NRE;
- Majlis sambutan Hari Raya Aidilfitri 2009;
- Kempen Derma Darah pada 21 Disember 2009;
- Hari Bersama Pelanggan pada 22 Disember 2009; dan
- Hari Inovasi JAS pada 23 Disember 2009.

The Administration and Finance Division is responsible for planning, executing and monitoring general administrative activities, human resource management and finance management. This division also provides support services to the different divisions of the Headquarters as well as all the State DOE offices nationwide. This division is divided into three (3) sections, namely the Administrative Section, Human Resource Management Section and the Finance Section.

Administration

In 2009, the Administrative Section conducted the following activities:

- Monthly Assembly with the Director General and staff of DOE;
- The 2008 Excellent Service Awards held in conjunction with the Jasamu Dikenang Function in appreciation of contributions by long serving staff of DOE on 18 June 2009;
- The Natural Resources and Environment (NRE) Asset courses for DOE state officers according to zones;
- Briefing On Store Verification exercise;
- Participation in the Ministerial Level 5S and Energy Cost Saving Competition;
- Coordinating DOE's exhibition booths during the NRE Meet The Client's Day;
- *Hari Raya Aidilfitri* 2009 luncheon;
- Blood Donation Campaign on 21 December 2009.;
- Meet the Client's Day on 22 December 2009; and
- Innovation Day on 23 December 2009.



Majlis Anugerah Perkhidmatan Cemerlang
The 2008 Excellent Service Award



Ceramah Antidadah dan Ujian Pengesanan Dadah oleh Agensi Anti Dadah Kebangsaan (AADK)
Talk on Anti-Drugs Awareness and Drugs Test by The National Antidrug Agency (AADK)

Kewangan

Pada tahun 2009, jumlah peruntukan yang diterima oleh JAS adalah sebanyak RM141,175,000.00. Daripada jumlah tersebut, sebanyak RM111,449,000.00 (78.9%) telah diperuntukkan bagi perbelanjaan mengurus sementara baki sebanyak RM29,726,000.00 (21.1%) merupakan peruntukan perbelanjaan pembangunan. Prestasi perbelanjaan mengurus dan pembangunan bagi tahun 2009 masing-masing pada tahap 97.5% dan 99.8% (Rajah 2.1 dan Rajah 2.2).

Pengurusan Sumber Manusia

Pada tahun 2009, Jabatan meneruskan pengambilan kakitangan baru untuk mengisi jawatan sedia ada dan bagi keperluan masa depan. Sehingga 31 Disember 2009, keseluruhan perjawatan JAS adalah seramai 1,665 jawatan (termasuk 94 perjawatan yang telah diluluskan melalui pengukuhan JAS) dimana 21.98% adalah anggota Kumpulan Pengurusan Dan Profesional dan 78.02% adalah anggota Kumpulan Sokongan (Rajah 2.3, 2.4 dan 2.5).

Latihan dan Kompetensi

Pegawai dan kakitangan baru yang dilantik telah diberikan latihan asas yang berkaitan untuk memastikan sistem penyampaian Jabatan dapat dipertingkatkan.

Memperlihatkan kepentingan pengurusan sumber manusia dalam membangunkan individu yang berpengetahuan, berkemahiran dan inovatif, pegawai-pegawai dikehendaki melepasi Peperiksaan Penilaian Tahap Kecekapan (PTK).

Bagi tahun 2009, Peperiksaan PTK telah diadakan sebanyak dua (2) kali bagi jawatan teknikal dan Kumpulan Sokongan II yang dilantik di bawah kuasa Ketua Setiausaha Kementerian. Beberapa siri Bengkel Pemantapan PTK telah diadakan bagi membantu mempersiapkan diri calon-calon yang akan menduduki peperiksaan tersebut.

Di samping itu, Peperiksaan Pengesahan Dalam Jawatan kepada pegawai-pegawai Gred C41, C27 dan J17 telah diadakan sebanyak 2 kali (Jun dan Disember). Peperiksaan Kenaikan Pangkat Secara Lantikan (KPSL) bagi pegawai Gred C41 telah diadakan pada Disember 2009 yang bertujuan untuk meningkatkan kerjaya pegawai-pegawai teknikal di JAS.

Finance

In 2009, DOE received a total budget allocation of RM141,175,000.00. Of this amount, a sum of RM111,449,000.00 (78.9%) was allocated for operational expenditure while the remaining RM29,726,000.00 (21.1%) was allocated for development projects. Expenditure performances for the operational and development budgets were 97.5% and 99.8% respectively (Figure 2.1 and Figure 2.2).

Human Resource Management

In 2009, the Department continued to recruit new staff to fulfill its present and future needs. As of 31 December 2009, the total strength of DOE was 1,665 (including 94 new positions approved through the DOE's workforce strengthening exercise) of which 21.98% were from the Professional and Management Group and 78.02% from the Support Group (Figure 2.3, 2.4 and 2.5).

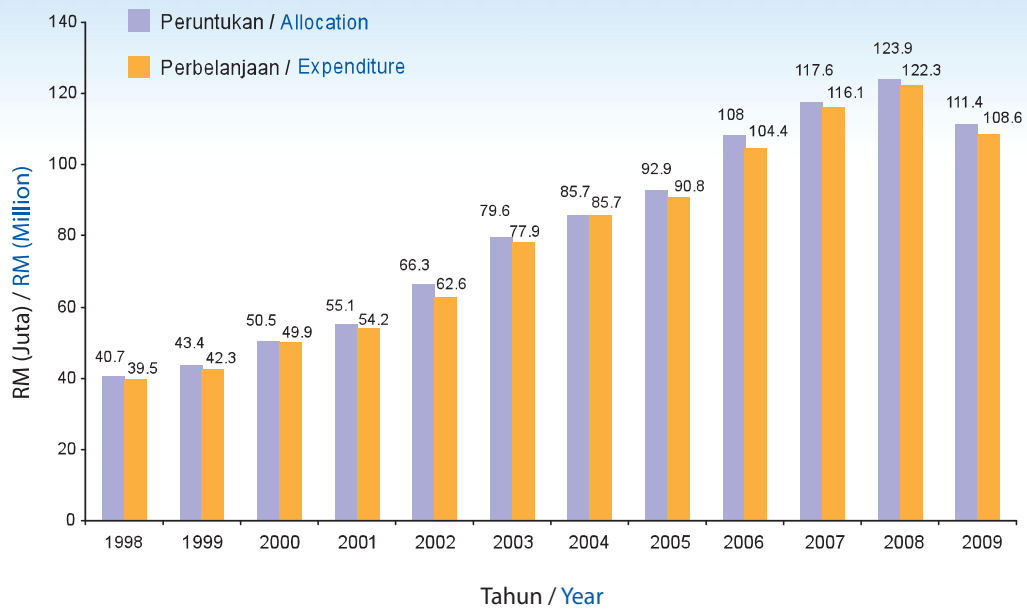
Training and Competency

New officers and staff recruited were provided with relevant basic training to ensure that the delivery system of the Department would be further enhanced.

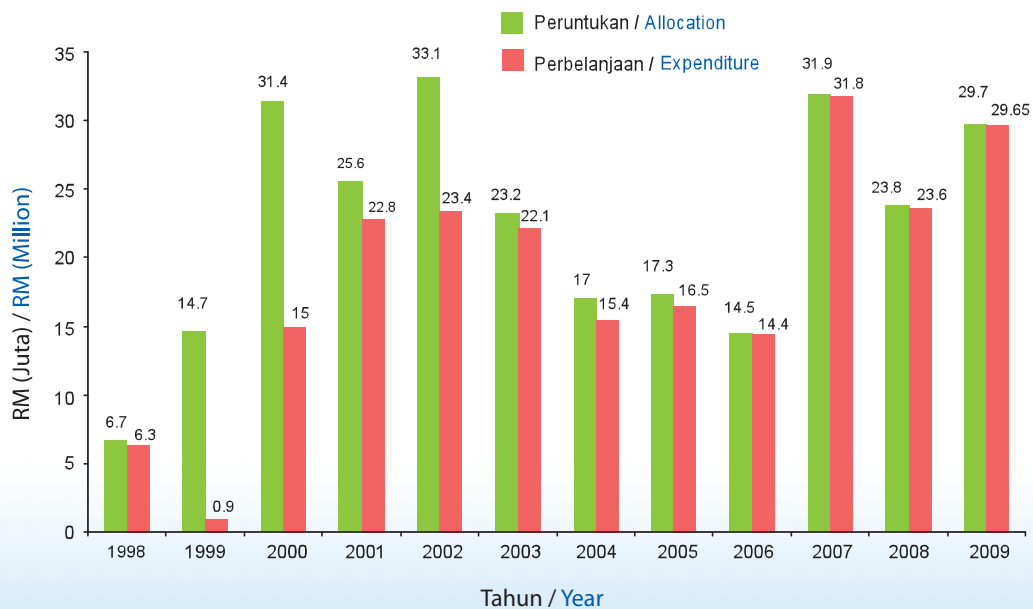
In view of the importance of human resource management in developing highly knowledgeable, skillful and innovative individuals, officers were required to undergo the Competency Level Assessment Examinations.

In 2009, the Competency Level Assessment Examinations (PTK) were held two (2) times for all technical officers as well as those in the Supporting Group II, appointed by the Ministry's Secretary General. A series of PTK Enhancement Workshops were organized to help prepare the candidates for the examinations.

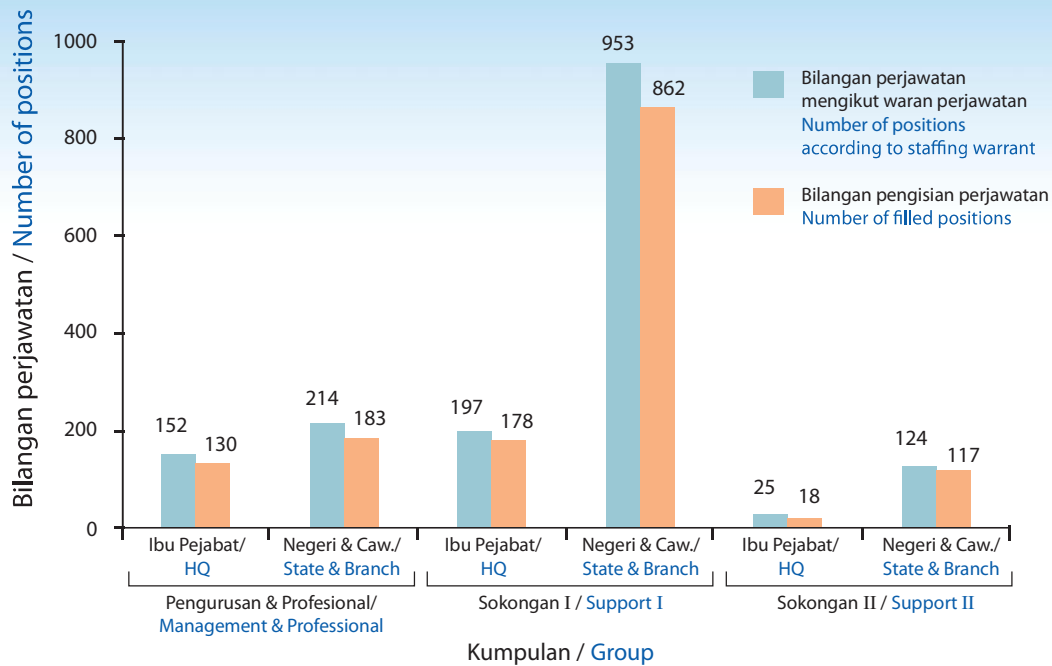
Besides that, two (2) Service Confirmation Examinations for officers of Grades C41, C27 and J17 were held (June and December). The Promotion Examinations (KPSL) for officers to Grades C41 were held in December 2009 to allow technical officers in DOE to further enhance their career development.



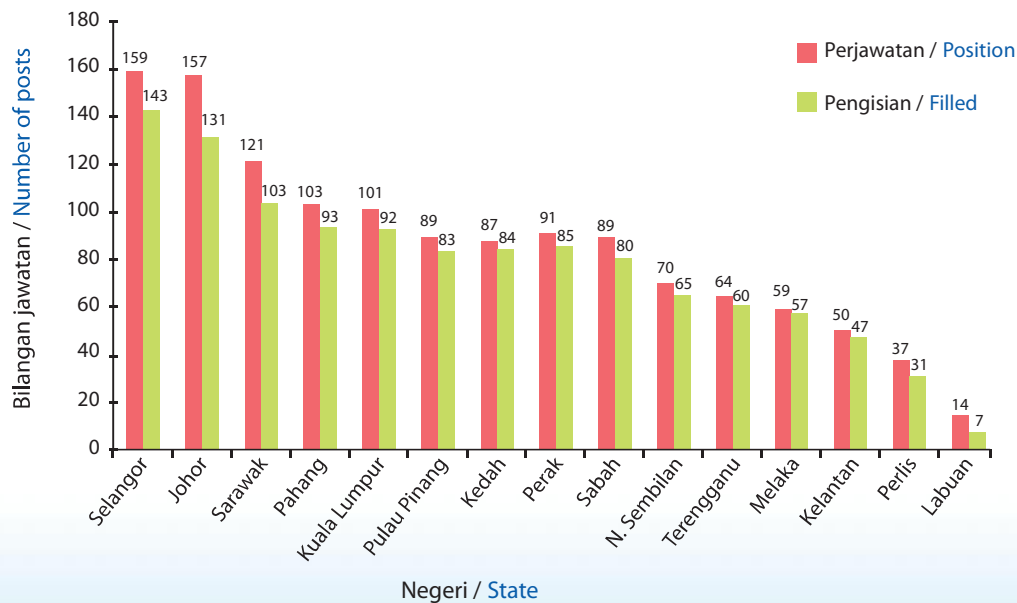
Rajah 2.1 JAS: Peruntukan dan Perbelanjaan (Mengurus), 1998-2009
 Figure 2.1 DOE: Allocation and Expenditure (Operational), 1998-2009



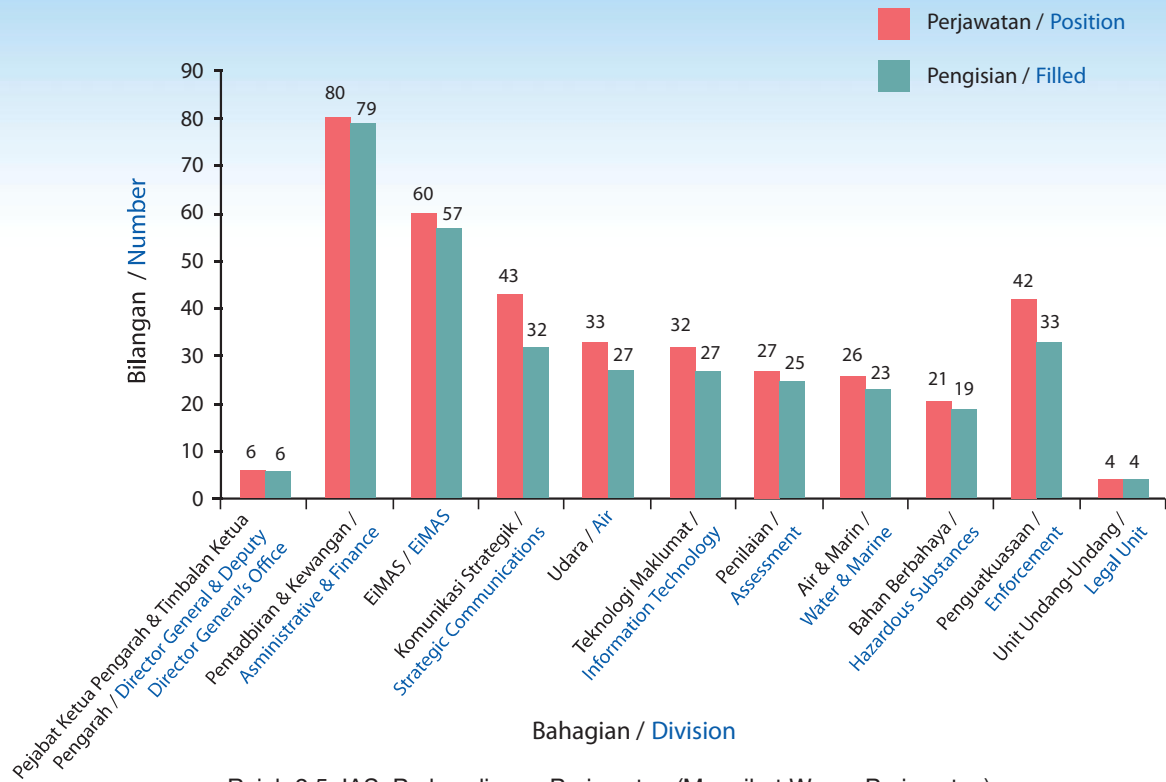
Rajah 2.2 JAS: Peruntukan dan Perbelanjaan (Pembangunan), 1998-2009
 Figure 2.2 DOE: Allocation and Expenditure (Development), 1998-2009



Rajah 2.3 JAS: Perbandingan Antara Bilangan Perjawatan Dalam Waran Perjawatan dan Bilangan Pengisian Mengikut Kumpulan (JAS Ibu Pejabat dan Negeri)
 Figure 2.3 DOE: Comparison Between The Number of Positions Stipulated in Staffing Warrant and The Number of Positions Filled (Headquarters and State Offices) According to Group



Rajah 2.4 JAS: Perbandingan Perjawatan (Mengikut Waran Perjawatan) dan Pengisian Jawatan Mengikut Negeri
 Figure 2.4 DOE: Comparison Between The Number of Positions (Stipulated in Staffing Warrant) and The Filled Positions by State



Rajah 2.5 JAS: Perbandingan Perjawatan (Mengikut Waran Perjawatan) dan Pengisian Jawatan Mengikut Bahagian Di Ibu Pejabat JAS
 Figure 2.5 DOE: Comparison Between the Number of Positions (Stipulated in Staffing Warrant) and The Number of Filled Positions by Division in DOE Headquarters



Bengkel Pengendalian Dokumen Terperingkat, 2009
 Workshop on Handling of Classified Documents, 2009



Kursus Peningkatan Kecemerlangan Pembantu Tadbir
Career Excellence Course for Administrative
Assistants and Personal Assistants