



BAB
CHAPTER **2**

PENGURUSAN PENTADBIRAN DAN KEWANGAN ADMINISTRATION AND FINANCIAL MANAGEMENT



Bahagian Pentadbiran dan Kewangan telah diberi tanggungjawab untuk merancang, melaksana dan memantau aktiviti pentadbiran am dan inovasi, pengurusan sumber manusia, pengurusan kewangan dan pengurusan aset. Bahagian ini juga memberi khidmat sokongan kepada semua kakitangan di Ibu Pejabat dan JAS Negeri. Bahagian ini dibahagikan kepada lima (5) seksyen yang utama iaitu Seksyen Pentadbiran dan Inovasi, Seksyen Sumber Manusia, Seksyen Kewangan, Seksyen Pembangunan dan Latihan dan Seksyen Pengurusan Aset.

Pentadbiran Am

Pada 2013, Seksyen Pentadbiran dan Inovasi telah menjalankan aktiviti-aktiviti seperti berikut:

- Perhimpunan Bulanan bersama Ketua Pengarah dan kakitangan JAS;

The Administration and Finance Division has been tasked with planning, executing and monitoring of general administration and innovation, human resources management, as well as financial and asset management. It also provides support to all DOE staff from the Headquarters and State DOE offices, nationwide. The Administration and Finance Division is further segregated into five (5) main sections, comprising of the Administrative and Innovation Section, Human Resources Section, Finance Section, Training and Development Section and Asset Management Section.

General Administration

In 2013, the Administrative and Innovation Section held the following activities:

- Monthly Assembly with the DOE's Director General and staff;

- Lawatan Naziran Bahagian Pentadbiran dan Kewangan ke JAS Negeri;
- Kursus Pengurusan Rekod dan Khidmat Nasihat ARKIB diadakan pada 26 Mac 2013 dan 26 Jun 2013;
- Majlis Jamuan Sambutan Hari Raya Aidilfitri 2012 pada 5 September 2013;
- Inspektorat Keselamatan Perlindungan telah diadakan pada 6-7 November 2013
- Kursus Pemanduan Berhemah pada 3-5 Disember 2013; dan
- Bengkel Dan Mesyuarat Pemantapan Buku Panduan Keselamatan Dan Kesihatan Pekerja Pada 26 & 27 November 2013.
- Inspection visit to the State's DOE
- Course on ARKIB Record Management and Advisory Services on 26th Mar 2013 and 26th Jun 2013
- Hari Raya Aidilfitri Celebration Luncheon on 5th September 2013
- Inspectorate on Safety Protection from 6th to 7th November 2013
- Safety Driving Course from 3rd to 5th December 2013; and
- Workshop and Meeting on Guidelines of Occupational Safety and Health from 26th to 27th November 2013.

Kewangan

Pada tahun 2013, jumlah peruntukan yang diterima oleh JAS adalah sebanyak RM134,546,673. Daripada jumlah tersebut, sebanyak RM117,015,073 (86.97%) telah diperuntukkan bagi perbelanjaan mengurus sementara baki sebanyak RM 17,531,600 (13.03%) merupakan peruntukan bagi perbelanjaan pembangunan. Prestasi perbelanjaan mengurus dan pembangunan bagi tahun 2013 masing-masing pada tahap 100% dan 95.84%.

Pengurusan Sumber Manusia

Jawatan yang terlibat dalam urusan kenaikan pangkat pada tahun 2013 adalah seperti berikut:

Finance

In 2013, the DOE received a budget allocation of RM134,546,673. From this amount, a sum of RM117,015,073 (86.97%) was allocated for operational expenditure while the remaining RM 17,531,600.00 (13.03%) was allocated for development projects. The expenditure performance for both operational and development budgets, for 2013, were 100% and 95.84%, respectively.

Human Resources Management

In 2013, the following positions were involved in an exercise involving promotions :

- i. JUSA C - 3 pegawai
- ii. Gred C54 - 1 pegawai
- iii. Gred C52 - 6 pegawai
- iv. Gred F52 - 1 pegawai
- v. Gred C44 - 1 pegawai
- vi. Gred C38 - 2 pegawai
- vii. Gred C32 (KUP) - 3 pegawai
- viii. Gred N28 - 2 pegawai
- ix. PT (P/O) Gred N22 - 1 pegawai

Latihan

Pegawai dan kakitangan baru yang dilantik telah diberikan latihan asas yang berkaitan untuk memastikan sistem penyampaian Jabatan dapat dipertingkatkan. Selaras dengan konsep pembelajaran berterusan, semua warga kerja JAS digalakkan untuk mengikuti pelbagai kursus yang dianjurkan oleh JAS dan agensi-agensi berkaitan. Bagi tahun 2013, 97.18% daripada keseluruhan bilangan anggota JAS telah menjalani kursus melebihi tujuh (7) hari dengan jayanya.

Kompetensi

Peperiksaan Perkhidmatan untuk tujuan Pengesahan Dalam Perkhidmatan bagi pegawai-pegawai Gred C41, C27 dan J17 telah diadakan sebanyak 2 kali (Jun dan Disember 2013). Peperiksaan Kenaikan Pangkat Secara Lantikan (KPSL) telah diadakan pada bulan September 2013 yang bertujuan untuk meningkatkan kerjaya pegawai-pegawai teknikal di JAS.

- i. JUSA C - 3 officers
- ii. Grade C54 - 1 officer
- iii. Grade C52 - 6 officers
- iv. Grade F52 - 1 officer
- v. Grade C44 - 1 officer
- vi. GradeC38 - 2 officers
- vii. Grade C32 (KUP) - 3 officers
- viii. Grade N28 - 2 officers
- ix. PT (P/O) Grade N22 - 1 officer

Training

New officers and staff recruited were provided with relevant basic training in ensuring further enhancements in the department's delivery system. In line with the concept of continuous learning, all staff were encouraged to participate in various courses organized by the DOE and other relevant agencies. In 2013, 97.18% of the Department's total workforce had successfully undergone more than (7) seven days of training.

Competency

Service Confirmation Examinations for Grades C41, C27 and J17 officers were held twice this year (June and December 2013). The Examination for Promotions (KPSL) was held in September 2013 to allow the technical officers from DOE to further pursue their career development.

Pemberian Opsyen Tahun 2013

Kerajaan telahpun memperkenalkan Pekeliling Baharu Tahun 2013. Selain daripada penambahbaikan skala gaji minimum-maksimum untuk semua skim, terdapat beberapa skim perkhidmatan di Jabatan Alam sekitar telahpun ditawarkan opsyen baharu. Antaranya termasuklah;

Bil	Jawatan Sebelum Opsyen	Jawatan Selepas Opsyen	Jumlah Pegawai Terlibat
1	Juruteknik / Pelukis Pelan Gred J17	Penolong Jurutera Gred JA 29	364
2	Pembantu Am Pejabat Gred N1/N4	Pembantu Operasi Gred N11	36
3	Pemandu Kenderaan Gred R3/R6	Pemandu Kenderaan Gred N11	100
4	Pekerja Awam Gred R1/R4	Pembantu Operasi Gred N11	3

Pengurusan Aset dan Stor

Sepanjang tahun 2013, Seksyen Pengurusan Aset telah menjalankan aktiviti-aktiviti seperti berikut:

- Taklimat Sistem Pengurusan Stor telah diadakan di JAS Negeri Sembilan pada 5 Mac 2013 dan pada 3 - 4 Sep 2013 di JAS Melaka

Granting Of Options 2013

The Government had introduced a New Circular in 2013. Related to improving the minimum-maximum wage scale for all schemes and there are a number of schemes in the Department of Environment that have been offered new options. These include;

Bil	Position (before option)	Position (after option)	Number of employees involved
1	Technician/ Draughtsman Grade J17	Assistant Engineer/ Grade JA 29	364
2	General Office Worker Grade N1/N4	Operational Assistant Grade N11	36
3	Driver Grade R3/R6	Driver Grade N11	100
4	General Employees Grade R1/R4	Operational Assistant Grade N11	3

Assets and Store Management

The Asset Management Section had conducted the following activities in 2013:

- The Store Management System Briefing was conducted on 3rd & 4th September 2013, as well as on the 5th of March 2013, in the DOE's of Melaka and Negeri Sembilan;

- Taklimat Pengurusan Aset diadakan di JAS Perak pada 11 & 12 Mac 2013 dan 29-31 Julai 2013 di JAS Kelantan;
 - Mesyuarat dan Bengkel Sistem Pengurusan Aset (SPA) pada 28-30 Mei 2013;
 - Naziran Aset telah dibuat pada 17-20 September 2013 di JAS Johor dan pada 11,12 dan 15 November di JAS Selangor; dan
 - Kursus Sistem Pengurusan Stor (SPS) pada 29-31 Oktober 2013 di Pangkor;
- Asset Management Briefing was held in the DOE's of Perak and Kelantan on 11th & 12th March 2013 and 29th to 31st July 2013
 - Asset Management Course (TPA) from 28th to 30th May 2013
 - Inspection visit to the DOE's of Johor and Selangor from 17th to 20th September 2013 and then again on 11th,12th and 15th November 2013; and
 - Store Management Course (TPS) from 29th to 31st October 2013