

# UPNVJ Opens Selection for High Leadership Position of Head of General Affairs and Finance Bureau in 2021

Monday, 19 April 2021 09:00 WIB



In accordance with the mandate of Law Number 5 of 2014, Government Regulation Number 11 of 2017 and taking into account the provisions stipulated in the Regulation of the Minister of Administrative Reform and Bureaucratic Reform Number 15 of 2019, the Open Selection Committee for Primary High Leadership Positions at the National Development University Veterans Jakarta opens the opportunity to Civil Servants within the Ministry of Education and Culture who meet the terms and conditions stipulated to register to take part in the open selection for the Position of Head of General Affairs and Finance Bureau:

## I. PRATAMA HIGH LEADER POSITION VACANCY

The Pratama High Leadership Position (JPT) which will be filled through open selection is the Head of the General Affairs and Finance Bureau of UPN Veterans Jakarta.

## II. CONDITION.

### General requirement.

- a. Status as an Active Civil Servant;
- b. Physically and mentally healthy;
- c. Have the lowest educational qualification Masters (S-2);
- d. Participants are not more than 55 (fifty five) years 9 (nine) months on the date of registration;
- e. The minimum rank of Kindergarten Supervisor. I, class IV/b;
- f. Each element of civil servant performance appraisal has a minimum of good grades in the last 2 (two) years;
- g. Never been sentenced to moderate or severe disciplinary punishment, and not currently undergoing disciplinary punishment/not in the process of examining disciplinary violations in accordance with statutory provisions;
- h. Has submitted the State Officials Wealth Report (LHKPN);
- i. Obtain approval from the relevant staffing official;
- j. Has no affiliation and/or is a member of a political party and has never been a legislative candidate from a political party;
- k. Have networking, communication and coordination skills with ministries and other agencies/ *stakeholders*;
- l. Submit a signed application letter on a stamp duty of Rp. 10,000, - which was addressed to the Chairperson of the Selection Committee for Primary High Leaders of the Ministry of Education and Culture.

### Special Requirements.

- a. At least have held/is holding the position of administrator/echelon III for at least 2 (two) years or a functional position for at least 2 years at the middle level with competencies relevant to the position to be filled;
- b. Have competence in managing the procurement of goods and services, modern office management, administrative affairs, housekeeping, law, management, staffing, finance, and management of state property;
- c. Write a paper about the work program to become a candidate for Head of the General Affairs and Finance Bureau (the format provisions are typed in Arial 11 letters; on A4 paper; 1.5 spacing; a minimum of 10 pages and a maximum of 15 pages)



### III. REGISTRATION PROCEDURE

**Online registration** from April 15 2021 to April 30 2021, with the following mechanism:

- a. Selection participants must have an active electronic postal address (email).
- b. Selection participants carry out initial registration/registration online via the <https://kepegawaian.upnvj.ac.id/> page by entering their NIK (Resident Identification Number), name, place of birth, date of birth, and email address.
- c. Advanced registration/registration is carried out by filling out the <https://kepegawaian.upnvj.ac.id/> page . Advanced registration stages include:  
Fill in the applicant's personal information completely;  
Uploading to the page <https://kepegawaian.upnvj.ac.id/> scanned documents/files required as follows:
  - a. Passport size 3x4 photo with red background.
  - b. Application letter signed on a stamp of Rp. 10,000, - addressed to the Chairperson of the Open Selection Committee for Pratama High Leadership Positions UPN Veterans Jakarta, (format 01 can be downloaded on the DOWNLOAD menu).
  - c. A statement of approval following the selection from a staffing supervisor or echelon II official in charge of staffing matters (format 02 can be downloaded on the DOWNLOAD menu)
  - d. Identity Card (KTP)
  - e. SK Last rank
  - f. Decree of the last Position
  - g. Highest degree
  - h. Appraisal of Civil Servant Performance in the last two years
  - i. LHKPN receipt (for officials who are required to fill in the LHKPN)
  - j. Certificate from a government doctor, consisting of:  
Statement of physical health from a general practitioner\*  
Mental health certificate from a psychiatrist/psychiatrist\*  
Drug-free certificate accompanied by laboratory test results in the last 1 (one) month\*  
\*) can be completed at the time of filing
  - k. Certificate on a stamp duty of Rp. 10,000, - stating that he has no affiliation and/or being a member of a political party and has never been a legislative candidate from a political party (format 03 can be downloaded on the DOWNLOAD menu).
  - l. Certificate on a stamp duty of Rp. 10,000,- from a direct superior who stated that he had never been sentenced to a criminal sentence, moderate/severe disciplinary punishment, and was not undergoing disciplinary punishment, was not in the process of examining disciplinary violations based on Government Regulation Number 53 of 2010 (format 04 can be downloaded on the DOWNLOAD menu) .  
Agree with the statement that the data and information submitted is correct (format 05 can be downloaded on the DOWNLOAD menu).

#### 2. Submission of documents

- a. Applicants upload the required scanned documents/files no later than April 30, 2021 at 16.00 WIB.
- b. Applicants who do not upload complete documents will not be processed and will be declared ineligible.

### IV. SCHEDULE OF ACTIVITIES AND SELECTION STAGES

The stages of the open selection process for JPT Pratama UPN Veteran Jakarta are carried out as shown in the table below:

MO.	A.	A.
	▪	April 15-30, 2021
	Registration and receipt of application files	
	Selection of administrative files	May 3, 2021
	Announcement of administrative selection results	May 4, 2021
	°	May 6, 2021*
	Psychotest results	May 10, 2021
	Advanced selection of paper writing, presentations, final interviews and track records	May 20, 2021
	Announcement of final selection results	May 24, 2021
	Appointment Plan	Confirmation from the Ministry of Education and Culture

\*) Tentative date



## V. OTHER PROVISIONS

Selection participants are not allowed to have direct contact with members of the Selection Committee and/or the Secretariat of the Selection Committee unless requested by the Selection Committee.

The Selection Committee will only process applications for applicants who upload scanned documents/files required according to the registration procedure.

There is no fee to participate in this selection process.

All costs for accommodation, transportation, administration and personal costs during the selection process are borne by the participants.

Every development of information on the implementation of the selection is conveyed via the page [https:// staffing.upnvj.ac.id/](https://staffing.upnvj.ac.id/).

If it is known that the selection participant has provided incorrect data/information, the application will be declared cancelled.

All losses due to negligence do not follow the development of information is the responsibility of the applicant.

The decision of the Selection Committee is final and cannot be contested.

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