

Let's See, UPNVJ Opens Selection for High Leader Positions

Wednesday, 30 June 2021 10:33 WIB



OPEN SELECTION OF PRATAMA HIGH LEADER (JPT) POSITIONS JAKARTA VETERAN NATIONAL DEVELOPMENT UNIVERSITY YEAR 2021

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 for Administrative Reform and Bureaucratic Reform Number 15 of 2019, Open Selection Committee for High Leadership Positions (JPT) Pratama Universitas Pembangunan Nasional Veterans Jakarta opens opportunities for **Civil Servants within the Ministry of Education, Culture, Research and Technology** who meet the stipulated requirements and conditions to take part in the open selection Position:

Head of General Affairs and Finance Bureau.
Head of Academic, Student Affairs, Planning and Cooperation Bureau.

I. **CONDITION.**

General requirement.

- a. Indonesian citizens
- b. Status as a Civil Servant
- c. Physically and mentally healthy.
- d. Have the lowest educational qualification Masters (S-2).
- e. 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.
- f. Have position experience in the field of tasks related/relevant to the position to be occupied cumulatively for at least 4 (four) years
- g. Participants are not more than 55 (fifty five) years 9 (nine) months on the date of registration.
- h. The minimum rank of Kindergarten Supervisor. I, Room Group IV/b
- i. Each element of the civil servant performance appraisal has a minimum of good grades in the last 2 (two) years
- j. 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
- k. Has submitted a State Officials Wealth Report (LHKPN)
 - l. Has submitted Annual SPT Tax Period
- m. Obtain approval from the relevant staffing officer
- n. Has no affiliation and/or is a member of a political party and has never been a legislative candidate from a political party
- o. 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.

MO.	POSITION NAME	SPECIAL REQUIREMENTS
		<ul style="list-style-type: none"> a. 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. b. Have networking, communication and coordination skills with ministries and other agencies/stakeholders
	Bureau of Academic, Student Affairs, Planning and Cooperation	<ul style="list-style-type: none"> a. Have competence in managing services in the academic field, student and alumni development, planning, and collaboration. b. Have networking, communication and coordination skills with ministries and other agencies/stakeholders

II. REGISTRATION PROCEDURE

Online registration from July 1 to July 15 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 logging in using the username and password sent by the Selection Committee Secretariat via electronic mail (email) of the selection participants. The advanced registration stages include:
 - Choose the position to be applied for;
 - Fill in the applicant's personal information completely
 - Upload scanned documents/files required as follows:
 - i. Passport photo size 3x4 with a maximum file size of 500 Kbyte.
 - ii. 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).
 - iii. 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)
 - iv. Identity Card (KTP)
 - v. SK Last rank
 - vi. Decree of the last Position
 - vii. Highest degree
 - viii. Appraisal of Civil Servant Performance in the last two years
 - ix. LHKPN receipt (for officials who are required to fill out LHKPN) and SPT (last year)
 - x. Certificate from a government doctor, consisting of:
 - Statement of physical health from a general practitioner
 - Statement of mental health from a psychiatrist/psychiatrist
 - Drug-free certificate accompanied by laboratory test results in the last 1 (one) month can be completed later
 - xi. 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).
 - xii. 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) .

3) 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. Application files are uploaded in full on the registration page.
- b. Applicants upload the required scanned documents/files no later than July 15, 2021 at 16.00 WIB.



c. Applicants who do not upload complete documents will not be processed and will be declared ineligible.

III. SCHEDULE OF ACTIVITIES

The stages of the Ministry of Education and Culture's JPT Primary open selection process are carried out as shown in the table below:

MO.	A.	A.
	▪	01 July to 15 July 2021
	Registration and receipt of application files	
	Selection of administrative files	July 16, 2021
	Announcement of administrative selection results	July 19, 2021
	◦	July 21, 2021
	Psychotest results	July 28, 2021
	Advanced selection of paper writing, presentations, final interviews and track records	August 02, 2021
	Announcement of final selection results	07 August 2021
	Appointment Plan	Confirmation from the Ministry of Education and Culture

IV. 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 through the <https://kepegawaian.upnvj.ac.id/> page .

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.

If you have questions and further information, you can contact Mr. Taufik Head of Personnel 089626793057 and Mr. Deny Staff Staff 08159908196.