

ABSTRACT

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PROFESSIONAL WORK ACTIVITIES IN THE GENERAL AND ADMINISTRATIVE BUREAU OF THE DKI JAKARTA PROVINCIAL SECRETARIAT

Through the Jaya Development University Professional Work Program, I had the opportunity to gain hands-on experience in public administration by working at the General Affairs and Administration Bureau of the Regional Secretariat. This opportunity broadened my understanding of how management principles are applied in a practical environment. The program enabled interns to observe and analyze the operations of a functioning workplace, particularly within the context of local government, by working at the DKI Jakarta Provincial Secretariat. During this time, I learned about managing administrative tasks, handling correspondence and documents, and understanding the processes essential for the smooth functioning of the regional secretariat. This hands-on experience not only enhanced my knowledge of public administration but also helped me connect academic theories with real-world practices. Participating in this program strengthened my academic foundation while providing valuable experiences that supported my personal growth and professional development, bridging classroom learning with practical application.

Keywords: Professional Work, Public Administration, General Affairs and Administration Bureau.