

ABSTRACT

Adinda Firdhauza Nugraha (2019021092)

WORKING ACTIVITIES OF THE SUB POKJA SDM AT THE SECRETARIAT OF THE DIRECTORATE GENERAL OF PAUD DASMEN MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY

Human resource management is the process of implementing procurement, training, as well as developing and providing compensation as well as several other matters relating to the welfare of human resources. Meanwhile, education is an indicator that can be used as a benchmark for human resources in improving self-quality, both in terms of skills and knowledge. In the current era of globalization, especially in the world of work, of course companies/agencies need high-quality and competent human resources. In the implementation of Professional Work, Practitioners are placed in the position of the Sub Kelompok Kerja (Sub Pokja) SDM at the Secretariat of the Directorate General of Early Childhood Education, Basic Education and Secondary Education of the Ministry of Education, Culture, Research, and Technology of the Republic of Indonesia. The main task of the Sub Pokja SDM is to carry out personnel administration within the scope of the Directorate General of Early Childhood Education, Basic Education and Secondary Education Ministry of Education, Culture, Research, and Technology, such as organizing incoming and outgoing letters related to proposals for the inclusion of academic degrees, confirmation of proposals for periodic salary increases, inauguration of promotions, etc. In addition, archiving documents related to employee retirement letters, certificates of employee study permits, employee leave, and etc.

Keywords: *Human Resource Management, Education, Administration, Ministry of Education, Culture, Research, and Technology*