

**UNIVERSITI TEKNOLOGI MARA
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES**



**TOPIC:
OVERVIEW OF UPDATE TRAINING RECORDS IN
WORKFORCE DEVELOPMENT UNIT,
SARAWAK CHIEF MINISTER DEPARTMENT**

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CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.0 BACKGROUND OF WORKFORCE DEVELOPMENT UNIT

As we know, Workforce Development Unit is a new unit in the Chief Minister Department. Therefore, there will be a lot of research need to be done in order to understand more about the function and roles of this unit. Generally, it deals with how to manage manpower in order to build good employees. Manpower is the main root in the organization as they will use their skill, experience and knowledge to do their tasks. Workforce Development Unit in the Chief Minister's Department works to ensure the systematic and effective development of technically competent and skilled manpower for the successful industrial development of Sarawak, particularly Sarawak Corridor of Renewable Energy (SCORE), towards this end, Workforce Department Unit (WDU) key activities includes:

- Planning the workforce for Sarawak's industrialisation need, particularly in Sarawak Corridor of Renewable Energy (SCORE). This will include determining the demand in terms of the skill, the level and the number required from now until 2030 and then engaging the universities and other private's institutions in Sarawak to offer appropriate programs to supply the needed workforce. As we know, government have a proper plan in order to ensure that they can achieve Vision 2020. For examples, through a strategic planning such as 11th Malaysian Plan which is more focus with the development in both rural and urban, peoples will realize that government

CHAPTER 2
CURRENT JOB DESCRIPTIONS

2.0 INTRODUCTION

In this chapter, it will discuss more about the whole job description which relates with the daily tasks and routine in the work place. On the other hand, it will also review about the past and present job description and at the same time will focus on job analysis in the current organisation. As we know, job description will includes all responsibilities, roles and personal skills required in performing a task in the organisation. Listed in the table below is the current job description as an Assistant Administrative Officer in Workforce Department Unit (WDU) and also the previous experience in Public Relation Unit (PRU) in Lands and Surveys Department.

NAME	Magdeline Janan Anak Lincoln
POSITION, JOB TITLE	Assistant Administrative Officer
GRADE	N27
SECTION	Adminitration
REPORTING TO	Administrative Officer (AO)

Table : Current Job Description

2.1 Job description

My previous task last time as assistant administrative officer, N27 at Lands and Survey Department Sibuland Division. My core was Public Relations Officer. I taking care One Stop Counter, handling complaint from public, paper cutting,

Chapter 3

Analysis of Task

3.0 Introduction

Analysis of task cover summaries of the job scope as an Assistant Administrative Officer in the workforce Department Unit. It shows clearly about the types of job that need to be done in order to achieve a good key performance indicator (KPI).

As table show that the tasks that need to done more are updating the training records and also leave records. In this chapter, it will focus on the analysis of the task done in month of May 2015 especially in updating training records.

WEEKLY ITINERARY FOR THE MONTH OF MAY FOR MADAM MAGDELINE JANAN

Date	Monday	Tuesday	Wednesday	Thursday	Friday 1 st
Date	Monday 4 th	Tuesday 5 th	Wednesday 6 th	Thursday 7 th	Friday 8 th
	Update the training had attend such as about the Government Employees Management System book service		Minute taker for morning prayer	Prepare the minute for Morning Prayer	Balance Score Card with Consultant and updating the system.