UNIVERSITI TEKNOLOGI MARA
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES

BACHELOR OF ADMINISTRATIVE SCIENCE (HONS.)

SUBMISSION OF INDUSTRIAL REPORT
(ADS669)

STUDENT'S NAME: PHILIP NERI ANAK AJON
STUDENT'S UITM ID: 2013193529

PROJECT TITLE:
Administrator for Government Employees Management System (GEMS) in State Human Resource Unit, Sarawak Chief Minister's Department

PROJECT SUPERVISOR'S NAME: ARENAWATI SEHAT BINTI OMAR

SEPT – JAN / 20154

TABLE OF CONTENTS

CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.0   BACKGROUND OF THE ORGANIZATION

At early stage, State Civil Service was divided into two, which are Secretariat and District. In 1937, the Secretariat which act as central administration lead by the two European and only assist by one Malay clerk, three Chinese clerk and three Office Assistant. Since then, the number of employee increasing until the establishment of Malaysia, 2,599 civil servant and keep increasing to 14,208 in 2012.

Figure 1.1 Sarawak first State Secretariat on Independence

CHAPTER 2

CURRENT JOB DESCRIPTION

2.0 INTRODUCTION

This chapter will introduce my past and current job descriptions. I have joined Sarawak Civil Service on 3rd Jun 2009 as Penolong Pegawai Tadbir, N27 with my first posting till present at State Human Resource Unit, Chief Minister's Department. The details of my job description are briefly illustrated in below table:

2.1 PREVIOUS JOB DESCRIPTION

Years	Section	Job Description
2009 - 2012	Pengurusan Tahap Kecekapan (PTK)	Introduction: For the first 4 years of my service. I was assigned to assist on the implementation of Penilaian Tahap Kecekapan (PTK) and also Government Examination. Below are explanations of my task: 1. Penilaian Tahap Kecekapan (PTK)[1] A method for assessing whether an officer designated achieving excellence in terms of knowledge, skills and personal characteristics or otherwise. Each PTK consists of two components, namely Generic competencies and Specific competencies. The general competence includes matters that should be possessed by all levels of public officials such as personal characteristics, leadership and communications. The implementation on PTK are subject to policies endorsed by

---

[1] Soalan Lazim, http://www.moe.gov.my

CHAPTER 3

ANALYSIS OF TASK

3.0   INTRODUCTION

This chapter will focus on the analysis the background, implementation principles and system phase of Government Employees Management System (GEMS). Furthermore, I will elaborate further on its advantages and limitations. Lastly to demonstrates a reflection of my own thought during my tenure as the administrator for the system.

3.1   TASK ANALYSIS

The Government Employees Management System (GEMS) is a state-wide interconnected enterprise solution that will harmonise and standardise the human resource (HR) management procedures of the Sarawak State Government. The ultimate long term goal of GEMS are to cater the whole range of HR processes, from Entry to Exit and all processes feed into and take from the same set of data in one database system. The sole repository of HR data is to integrate with or linked to all e-Government applications and portals that uses HR data.

3.1.1   IMPLEMENTATION PRINCIPLES

i.   **MODULAR -** To control rectification of errors and data integrity. If too much is implemented at one time, it will be very difficult to pinpoint the problems and rectifications. After each module, time will be given to stabilise data (i.e. data cleaning) before going on to next module(s). As an aside: In the first version of HRMIS, they implement too many modules at once in no particular sequence. For