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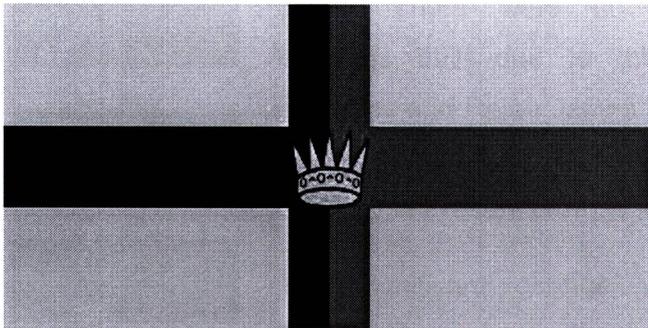
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Chapter 1: Introduction

1.1 A Brief History



The First flag introduced by Rajah James Brooke in 1843

1.11 James Brooke Era

Sarawak Civil service was first known as Sarawak Administrative Service (SAS) established by James Brooke when he was given the territory of Sarawak in 1841. In

1842, James Brooke proclaimed Rajah of Sarawak. Introduced by Rajah James Brooke, Sarawak administration depicts from European style of administration originated from India and Africa. The formation of Sarawak Administrative service and the selection of officers were mainly from Brooke relatives and colleagues. Two departments that were established in 1864 are Post Office and Treasury department with a number of staff by only 4 Europeans and 2 Malays (Sarawak Government, 2013).



Arthur Crookshank

Source:
<http://www.jkm.sarawak.gov.my/modules/web/index.php>

Arthur Crookshank was among the early European officers. He was the 2nd Chief Secretary from 1846 – 1873 (Sarawak Government, 2013).

On the left is Rajah Brooke Crest, the symbol of Rajah Administration and the Latin words “Dum Spiro Spero” that mean “While I Breathe I Hope” (Sarawak Government, 2013).

Chapter 2: Schedule of Practical Training

2.0 Introduction

During 5 weeks of my practical training in Competency Management Section of the Human Resource Management Unit at the Chief Minister's Department, I have been exposed to the core functions of the section such as induction courses for newly appointed civil servants and examinations for civil servants. Besides that, I also learned about the supporting functions of the section such as organizing a meeting, office administration, 5S activities, and record keeping. Therefore, in this chapter, I will summarize the daily training activities extracted from the practical training log book according to the core functions and supporting functions of the section which I am attached to.

2.1 Week 1 (July 16th – July 20th)

On the first day of my practical training, I was introduced to host supervisor, En. Desmond Douglas Jerukan at Customer Relation Management Unit for a briefing regarding the general administration aspect of the Human Resource Management Unit before I can start with my practical training. Later, I was attached to Section 7, which is the Competency Management Section, one of the 8 Sections under the Human Resource Management Unit under the Chief Minister's Department.

Second day of my practical training, I was sent to see my section 7 kpp, En. Fang Tze Chiang. I was informed that he is new here. Currently, he is doing restructuring in section 7. Then, he assign me with five supervisors. They are Pn. Hjh. Dyg. Hassanah, En. Adrian Chung, Pn. Rafidah, Miss Kimberly, and En. Juman.

Puan Dayang Hassanah briefly explained to me the core functions of the section as well as other functions such as administration aspects including the rules and regulations that must be followed by everyone. On my first day of work, I have been asked to learn everything regarding the Human Resource Management Unit including the vision, mission, quality objectives, policies, and the history of the Sarawak Civil Service to ensure that I can have a general view of the organization that I am attached to and be able to understand my duties and responsibilities as part of the State Civil Service before I can be given my specific training schedule.