

<p>Communication & Business Institute The Leading Graduate School of Communication & Business</p>	Document No.: Cn.hrd/f-ja/20/ikb/10/2020/00	Released:
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	Prepared by:	
	Approved by:	

DOCUMENT :	Job Analysis	Kode Posisi / Position Code:
	DEPARTEMEN / DEPARTMENT	JABATAN / POSITION

JOB SPECIFICATION		
Hubungan Internal / Internal Relation		
Atasan langsung / Direct Supervisor		
Bawahan Langsung / Direct Subordinate		
Posisi lain / Other Positions		
Hubungan Eksternal / External Relation		
Tujuan Jabatan / Position Objective		Wewenang / Authority
Bahan Kerja / Work Material		Alat Kerja / Working Tool

JOB REQUIREMENT		
PENDIDIKAN / EDUCATION	PENGALAMAN / EXPERIENCE	PELATIHAN / TRAINING

KOMPETENSI / COMPETENCY		
CORE (harus dimiliki oleh setiap karyawan / <i>compulsory to have by each employee</i>)	GENERIC (harus dimiliki untuk jabatan ini / <i>compulsory to have for this position</i>)	SPECIFIC/EXPERTISE/TECHNICAL (harus dimiliki untuk jabatan ini / <i>compulsory to have for this position</i>)
PROFIL PSIKOLOGIS / PSYCHOLOGICAL PROFILE (hanya diisi oleh Psikolog / <i>only filled in by Psychologist</i>)		

JOB DESCRIPTION					
Tugas dan Tanggung Jawab / Duty & Responsibility	Bobot / Weight	Uraian Aktivitas / Activities Description	Tanggal Mulai / Start Date	Tanggal Selesai / End Date	Indikator Kinerja Kunci / Key Performance Indicator (Kuantitatif / quantitative)