

FOREWORD

Cooperation and coordination with national and international agencies on manpower information, labour market, manpower supply, skill training (technical and managerial), increasing productivity, mechanism of manpower placement, utilization of unemployed and under employed people in rural areas, volunteer service, labour intensive activities in rural and urban areas, productive appropriate technology, and exchange information are the main activities of the Directorate General of Manpower Development and Placement.

The Directorate General has published "Manpower Development and Placement within Ministry of Manpower" in English version in order to assist those seeking such coordination.

The Directorate General wishes that this publication will be useful for all concerned parties.

Jakarta, 7 October 1991

Director General
Manpower Development and Placement
Ministry of Manpower R.I.



MAIL SUMMARY

MANPOWER DEVELOPMENT AND PLACEMENT WITHIN MINISTRY OF MANPOWER



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**MANPOWER DEVELOPMENT AND PLACEMENT
WITHIN MINISTRY OF MANPOWER**

**1. ORGANIZATION STRUCTURE AND FUNCTION OF
THE DIRECTORATE GENERAL MANPOWER
DEVELOPMENT AND PLACEMENT.**

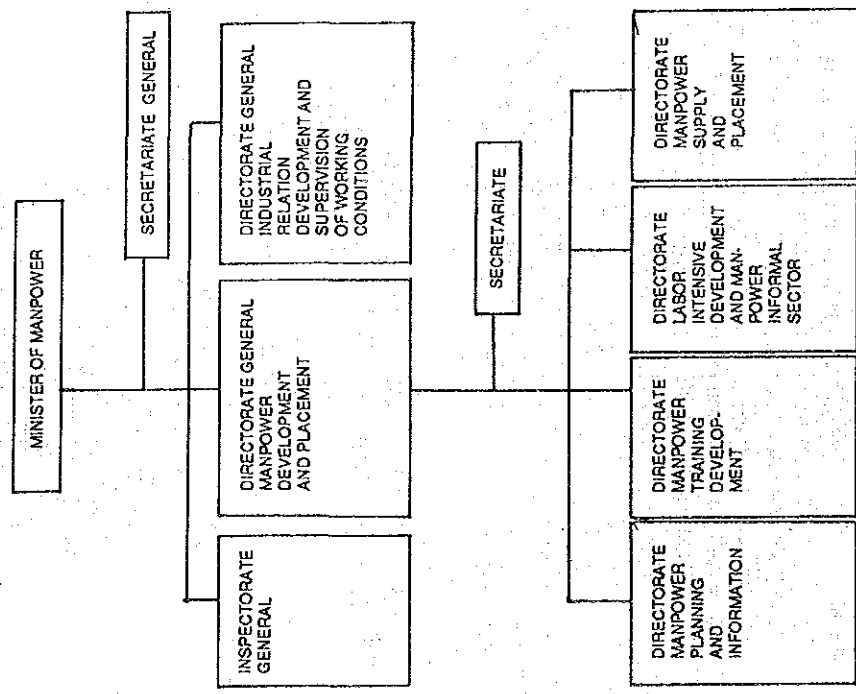
The Directorate General of Manpower Development and Placement, in accordance with the Minister of Manpower Decree No. 525/1988 has the following task and functions :

As a part of the Ministry of Manpower, the main task of the Directorate General is to implement the part of the Manpower Policy decided by the Minister in the area of development and placement for manpower.

In relation with executing its task, the Directorate General of Manpower Development and Placement has the following functions :

1. To lay out the technical policy, provide guidance and development, and to give license in the area of development and placement for manpower in line with the Minister's policy, in accordance with the existing regulations and laws.
2. To fulfil the manpower policy implementation in the area of development and placement for manpower based on the existing regulations and laws.
3. To give the technical security in the implementation of the main task in accordance with Minister's Policy and existing regulations and laws.

The Structure of the Directorate General of Manpower Development and Placement can be more easily described by the following organization chart



2. To formulate the system and development of job analysis and job classifications.
3. To implement its administrative and internal affairs.

3. Directorate of Manpower Training and Development

Task :

To implement the Director General's policy on Manpower Training and Development.

Functions :

1. To formulate the system and development of training in management, methods facilities, and standardization.
2. To formulate the system and development of instructors.
3. To implement its administration.

4. Directorate of Manpower Supply and Placement

Task :

To implement the Directorate General's Policy on supply and placement for manpower.

Functions :

1. To formulate the system and development of manpower supply and placement, in the general, civil servant, and University graduate Sectors.
2. To formulate the system and development of the placement of foreign manpower.
3. To formulate the system and development of the implementation for job analysis and guidance.
4. To implement its administration.

The Directorate General of Manpower Development and Placement consists of 4 directorates, 1 Secretariate:

- a. Secretariate Directorate General.
- b. Directorate of Manpower Planning and Information.
- c. Directorate of Manpower Training Development.
- d. Directorate of Manpower Supply and Placement.
- e. Directorate of Labor Intensive Development and Manpower Informal Sector.

1. Secretariate of the Directorate General

Task :

To provide technical and administrative service to the internal units within the Directorate General, Manpower Development and Placement.

Functions :

1. To perform the working plan and program, follow up, evaluation and report.
2. To implement the financial aspects of the program.
3. To develop cooperation with other Countries, in accordance with the regulations, laws and Organizational framework.
4. To manage general affairs.

2. Directorate of Manpower Planning and Information

Task :

To implement the manpower planning and information policy decided by Director General.

Functions :

1. To formulate the system and development of macro and micro manpower planning, and labor market information.

2. **Center for Vocational Training**

Task :

To develop the implementation of vocational training in skill expertise for manpower non civil servants.

Functions :

1. To formulate the plan and develop the vocational training program in the Vocational Training Centers.
2. To prepare and utilize the Vocational Training Centers.
3. To prepare the development of Vocational Training Centers.
4. To evaluate and report the implementation of the training, training information, and to disseminate vocational training information.
5. To implement in the administration and internal affairs.

3. **Center of Manpower Productivity**

Task :

To develop and coordinate the efforts of increasing manpower productivity.

Functions :

1. To formulate the plan and program of the development for manpower productivity.
2. To implement the manpower productivity measurement.
3. To provide guidance in manpower productivity.
4. To implement the development of manpower productivity promotion.
5. To implement the administration and internal affairs.

5. **The Directorate of Labor Intensive Development and Manpower Informal Sector**

Task :

To implement the Director General's policy on the development of intensive labor and manpower informal sector.

Functions :

1. To formulate the system and development of job opportunities which are labor intensive, using appropriate technology application, educated manpower, and manpower in the informal sector.
2. To implement its administration.

The Directorate General of Manpower Development and Placement has the responsibility for development and guidance of the Centers for overseas employment, vocational training, and manpower productivity.

1. **Center for Overseas Employment**

Task :

To implement the policy program and promotion of overseas employment.

Functions :

1. To lay out and implement the program and promotion of overseas employment.
2. To provide the service on overseas employment demand, supply, and placement.
3. To implement the program formulation and labor protection for migrant workers.
4. To implement in the administration and internal affairs.

Based on the employment problems faced during REPELITA V, the Ministry of Manpower stated the 3 roles, 7 main programs, and 11 priorities as the missions during REPELITA V. Concerning the areas of Manpower Development and Placement, the missions are :

- ROLES** :
- developing a disciplined and productive labor force.
- PROGRAMS** :
- improvement of job training and manpower productivity.
 - employment expansion and manpower utilization.
 - improvement of the manpower planning and information.
- PRIORITIES** :
- improvement in skill training through participation of public and private training institutions.
 - improvement of manpower productivity in all aspects.
 - development of self employment and the informal sector.
 - development of local, regional, and overseas employment.
 - application of manpower planning and information.

In REPELITA V it is estimated that approximately 6.1 million labor force newcomers will need pre-employment training in line with the demands and productivity. A targetted figure of 600,000 trainees will

II. THE LABOR FORCE AND EMPLOYMENT

Employment and job creation are high priority in REPELITA V (1989 - 1994). The Indonesian population in 1990 is 179.3 million, representing an increase of 1.9% per annum. The employment problem faced during the period of Repelita V will be in providing employment for the additional 11.9 million members of the labor force.

A strong emphasis is on productivity and employment creation through non oil/gas export led growth, supported by an increasing domestic market. The overall economic growth is targetted at 5% per annum and will provide 11.5 million people with employment. The projected labor absorption rates with economic growth rates indicate the need for overall increases in labor productivity at about 2.8% per annum over the figure for 1988 at 0.5955, and industrial sector productivity at over 3% per annum.

The government continues to rely heavily on export labor, transmigration, and the capability of the informal sector to absorb surplus manpower to take up each year's stock in employment opportunities.

III. HUMAN RESOURCES DEVELOPMENT

The term "human resources development" is used as synonymous with education and training. The Human Resources Development program is closely relevant to support the objective of productive employment creation.

2. To stay in line with the recent development of technology
3. To maintain integrated process

The National Training System (SISLATERNAS) produced by the National Training Council is the system that has been reached in BLK's and accepted as the guidance of the skill training in the Vocational Training Centers. The system covers the elements of inputs, selection, standardization, program and organization, and certification and skills tests. Trade areas have been standardized in technology, mechanics, automotive, electrical, electronics, construction, trade/secretarial, agriculture, and various other trades.

The National Training Council provides advice to the Minister of Manpower in dealing with the training policies. This Council members represent the Tripartite Parties: government ministries concerned, universities, entrepreneurs and Labor Association. Most of the members are experts in their own fields.

V. TRAINING FOR OVERSEAS EMPLOYMENT

The overseas employment program organized by the Ministry of Manpower is intended to send approximately 500,000 migrant workers abroad. In the past many migrant workers were employed in construction, trades, and a wide variety of house keeping duties. In the future with the demand for other skills, more highly skilled jobs than in the past are projected for, electricians, pipe fitters, drivers, maintenance engineers, nurses, etc. These jobs will be mainly in Saudi Arabia, Singapore, Malaysia, and Holland.

undergo training in 153 Manpower Vocational Training Centers (BLK) during the 5 years period. Faced by the need for a massive quantitative and qualitative expansion of training opportunities, it has been determined to maximise the existing potential of training and skill providers, both public and private, institutional or informal for the total of 5.5 million trainees.

The 6.1 million new entrants are expected to be trained in 9 sectors, as follow :

- Agricultures	- 1,400,000
- Mines	- 4,500
- Industries	- 1,400,000
- Electricity	- 13,700
- Construction	- 367,500
- Transportation	- 319,500
- Finance	- 17,800
- Service	- 770,000
- Trades	- 1,807,000

IV. VOCATIONAL TRAINING PRINCIPLES

The Basic Concept

Any training structure designed for technical or commercial programs must be based on the objective that the programs are intended to develop the skill of trainees who will be able to do practical jobs, and not to produce people who only know about, but can not do perform those jobs.

The Principles

The three basic principles of the on the job training are :

1. To meet demands in the labor market

VII. EMPLOYMENT OF FOREIGNERS

Indonesianization of the labor force remains an important manpower policy goal of the government. The substantially liberalized rules for hiring the foreigners stipulate that companies which export 65% of their total production may employ expatriate personnel as required. Also foreign consultants can work in Indonesia if their work is connected to the transfer of new technology, improvement of product quality or design, or marketing aspects for Indonesian experts. As a result of deregulation, both domestic and foreign investment have been increased.

Most of the expatriates are on the selective post or specific occupations.

The Center for Overseas Employment improves the training and preparation of migrant workers for overseas by giving them language training and help with understanding the customs of the country in which they will work.

In order to further development the inter-country employment exchange program (AKAN), an inventory and review of the contribution of all recruiting agents has been conducted, and coordination of the national plan for overseas employment has been improved. The information system has been created in order to give guidance to recruiting agents and other associated establishments which wish to expand their activities in this field.

VI. UTILIZATION OF UNIVERSITY GRADUATES

Another dimension of the employment problem faced during REPELITA V is the additional 1 million University graduates. The Ministry of Manpower is targetted to recruit 20,000 educated young people graduated from universities to be assigned in 5 field areas :

1. Cooperative consultants.
2. Technical experts in enterprises.
3. Community development workers.
4. Co-workers attached to the foreign experts.
5. Consultants in the Industrial Centers and Industrial Cooperatives (KOPINKRA).

They are assigned at least 2 years in their respective fields.

**DIRECTORATE GENERAL
OF
MANPOWER DEVELOPMENT
AND PLACEMENT**

**CENTER
FOR
OVERSEAS
EMPLOYMENT**

- Functions:**
1. Promotion of overseas employment
 2. Organization demand, supply and placement of manpower overseas
 3. Organise labor protection

**CENTER
FOR
VOCATIONAL
TRAINING**

- Functions:**
1. Implement skill training
 2. Development of Vocational Training Centers
 3. Utilization of Vocational Training Centers

**CENTER
FOR
MANPOWER
PRODUCTIVITY**

- Functions:**
1. Development of Manpower Productivity
 2. Implement Productivity measurements
 3. Provide Productivity Guidance
 4. Launch the Productivity campaign

**DIRECTORATE GENERAL
OF
MANPOWER DEVELOPMENT
AND PLACEMENT**

FUNCTION

- Responsible for technical policy in manpower development and placement
1. Providing guidance
 2. Approve licenses
 3. Development of manpower placement.

**Secretariate
of
Directorate
General
(Directorate)**

- Functions:**
Responsible for technical and administrative service to the internal units (Directorate)
1. Perform program, evaluation and report
 2. Financial works
 3. International cooperation, preparation of regulations and laws
 4. General affairs

**Directorate
of
Manpower
Planning
and Placement**

- Functions:**
1. Develop the System of Manpower Planning (Micro and Macro)
 2. Job analysis and job classifications
 3. Manpower labor-matching

**Directorate
of
Manpower
Training and
Development**

- Functions:**
1. Development of training in management methods, facilities, standardization
 2. Development of instructors

**Directorate
of
Labour Intensive
Development and
Manpower Informal
Sector**

- Functions:**
1. Development of job opportunities through labour intensive project
 2. Appropriate technology application
 3. Recruitment and assignment of university graduates
 4. Development of the manpower informal sector.

**Directorate
of
Manpower Supply
and Placement**

- Functions:**
1. Development manpower supply and placement through labor market
 2. Job guidance

