

UNIVERSITAS NEGERI SURABAYA



UNESA
Universitas Negeri Surabaya

STANDARD OPERATING PROCEDURE (SOP) RECRUITING STRUCTURAL OFFICER

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Universitas Negeri Surabaya

UNIVERSITAS NEGERI SURABAYA

QUALITY PROCEDURE

**RECRUITING STRUCTURAL
OFFICER**

1. GOAL

This procedure is intended as a guideline for filling vacant structural positions within Unesa

2. SCOPE

This procedure describes the implementation of the selection of structural officials, starting from the analysis of vacant structural positions to the announcement of the results of the selection.

3. REFERENCES

- 3.1. ASN Law no. 5 of 2014 concerning ASN
- 3.2. PP No. 11 of 2017 concerning ASN Management
- 3.3. PP No. 13 of 2002 concerning the appointment of civil servants in structural positions
- 3.4. Perka BKN No. 35 of 2009 concerning guidelines for the preparation of career plans for civil servants
- 3.5. Rector's Regulation no. 3 of 2020 concerning Unesa's Internal Quality Assurance System

4. DEFINITION

- 4.1. A structural position is a position that shows the duties, responsibilities, authorities and rights of an ASN in the context of leading a state organizational unit.
- 4.2. The meeting of the Structural Position Selection Committee is a meeting to provide considerations in the appointment, transfer and dismissal of ASN from structural positions of lower echelon.
- 4.3. ASN is a State Civil Apparatus

5. INDICATOR OF SUCCESSFULNESS

- 5.1. Structural positions are filled by competent people.



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RECRUITING STUCTURAL OFFICER

6. PROCEDURE DESCRIPTION

- 6.1. In accordance with the re-registration / registration period set by UNESA, all students, both new and old students, are required to register and pay UKT

7. RELATED DOCUMENTS / FILES

- 7.1. Minutes of the Screening Committee Meeting.
- 7.2. Decree of Dismissal and Appointment of Structural Positions.
- 7.3. List of proposed Structural Position selection participants
- 7.4. Participant papers

8. NOTES OF REVISION

- 8.1. REV.0, October 25, 2012: Document starting from scratch (no changes)
- 8.2. REV.01, 20 September 2017: Added reference, definition, change of title
- 8.3. REV.02, March 6, 2020, references, names and titles, definitions, process flow, list of records, conditions, files

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