

TUPOKSI – JOB DESCRIPTIONS

BUREAU OF PARTNERSHIPS

Kepala Bagian Pengelolaan Kemitraan
Head of Division for Partnership Management
(or *Head of Partnership Management*)

TUPOKSI	JOB DESCRIPTION
Melaksanakan dan mengkoordinasikan kegiatan pengelolaan kemitraan	<i>Carrying out and coordinating partnership management activities</i>
Mengelola sistem arsip dan publikasi dokumen-dokumen kerja sama, baik domestik maupun internasional, mengarah ke sistem digital	<i>Managing systems of archives and publications regarding collaboration documents, either domestic or international, towards digital systems</i>
Memfasilitasi penjangkauan kerja sama domestik	<i>Facilitating domestic collaboration initiatives</i>
Melakukan reviu naskah dokumen kerja sama domestik	<i>Carrying out domestic collaboration document reviews</i>
Melakukan koordinasi, termasuk menghadiri pertemuan-pertemuan strategis, dengan mitra dan calon mitra domestik dan jejaring internasional	<i>Making coordination, including attending strategic meetings, with domestic partners and potential partners and international networks</i>
Melakukan koordinasi evaluasi dan pelaporan dokumen kerja sama	<i>Making coordination regarding the evaluation and reporting of collaboration documents</i>