

SUMBER MANUSIA & PENTADBIRAN HUMAN RESOURCES & ADMINISTRATION

BAHAGIAN SUMBER MANUSIA

Bahagian Sumber Manusia terus memainkan peranan penting dalam usaha BERNAMA untuk mencapai Visi, Misi dan Matlamatnya.

Satu perkembangan yang sangat penting melibatkan BERNAMA dari segi sumber manusia pada tahun 2010 ialah kelulusan permohonan penstrukturan semula organisasi oleh pihak Jabatan Perkhidmatan Awam (JPA). Di bawah urusan penstrukturan semula tersebut bilangan jawatan yang diluluskan ditambah daripada 512 kepada 597. Beberapa jawatan baru pada gred lantikan serta jawatan naik pangkat dan gred sisipan turut diwujudkan di bawah Skim Sistem Saraan Malaysia (SSM) bagi meningkatkan keupayaan BERNAMA memainkan peranannya disamping memberi peluang pembangunan kerjaya kepada para petugas.

Seiring dengan penstrukturan organisasi tersebut BERNAMA juga telah mengkaji semula gred gaji Skim Komersil. Kajian tersebut bertujuan menyelaraskan struktur gaji Skim Komersil dengan struktur gaji Skim SSM dan juga merapatkan jurang perbezaan diantara kedua-dua skim tersebut.

BERNAMA terus mengamalkan dua skim perkhidmatan iaitu Skim SSM dan Skim Komersil. Namun, jumlah petugas di bawah Skim Komersil berkurangan berbanding tahun lepas apabila ramai daripada mereka menerima tawaran untuk menyertai Skim SSM apabila ditawarkan susulan pewujudan jawatan baru di bawah penstrukturan semula. Jumlah petugas BERNAMA pada 31 Disember 2010 adalah seramai 571 petugas berbanding 586 petugas pada tahun 2009 seperti pecahan berikut:

Skim Perkhidmatan Employment Scheme	Jumlah Petugas / Total Staff	
	2010	2009
Petugas tetap (Skim SSM) <i>Permanent Staff (SSM Scheme)</i>	289	231
Petugas tetap (Skim Komersil) <i>Permanent Staff (Commercial Scheme)</i>	188	259
Petugas Kontrak <i>Contract Staff</i>	32	35
Petugas Sambilan <i>Part-time Staff</i>	62	61
Jumlah Total	571	586

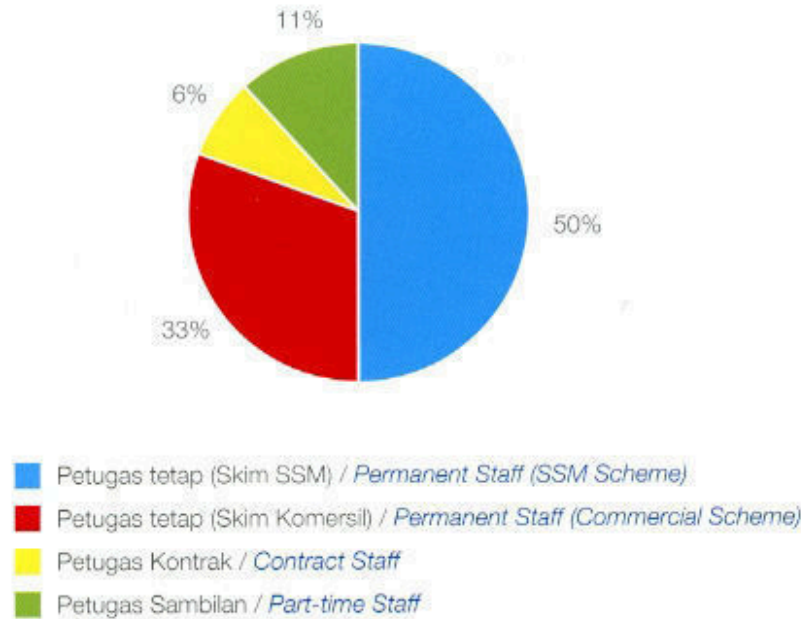
THE HUMAN RESOURCE DIVISION

The Human Resource Division continued its role in ensuring BERNAMA's Vision, Mission and Objectives are met.

One very significant development involving BERNAMA from the human resource perspective in the year 2010 was the approval by the Malaysian Public Services Department (PSD) of the application to restructure the organisation. Under the said restructuring exercise the number of posts approved was increased from 512 to 597. Several new posts at the fresh recruitment level as well as promotional posts and intermediary grades were also created under the Malaysian Remuneration System (MRS) Scheme in order to strengthen BERNAMA's capacity to fulfill its role besides providing career development opportunities for its staff.

In line with the organisational restructuring BERNAMA also reviewed the salary grades of its Commercial Scheme. The purpose of this review was to streamline the salary structure of the Commercial Scheme with the SSM Scheme and also to narrow the gap between the two schemes.

BERNAMA continued its practice of a dual employment scheme that is the MRS Scheme and the Commercial Scheme. Nonetheless the total number of staff under the Commercial Scheme declined in comparison with the previous year as many of them took up the option to accept the MRS Scheme pursuant to the creation of new posts under the restructuring move. Total staff strength as at 31 December 2010 was 571 staff compared to 586 staff in 2009 as per the following breakdown:



Sepanjang tahun 2010 seramai 34 petugas tetap meletak jawatan dan seramai 19 petugas kontrak dan 9 petugas sambilan meletak jawatan atau tidak disambung perkhidmatan manakala seramai 6 petugas besara. Pada tempoh yang sama seramai 28 petugas tetap, 16 petugas kontrak dan 9 petugas sambilan dilantik baru.

Throughout 2010 a total of 34 permanent staff had resigned and a total of 19 contract staff and 9 part-time staff either resigned or had their services not extended whilst a total of 6 staff retired. During the same period a total of 28 permanent staff 16 contract staff and 9 part-time staff were newly recruited.

Jumlah Kos emolumen pada tahun 2010 menurun sebanyak RM1.88 juta, iaitu daripada RM31.22 juta pada tahun 2009 kepada RM29.34 juta. Penurunan tersebut disebabkan peletakan jawatan petugas tetap, kontrak dan sambilan.

The total cost of emolument in the year 2010 declined by RM1.88 million, that is from RM31.22 million in 2009 to RM29.34 million. This reduction was due to the resignation of the full-time, contract and part-time staff.

Sepanjang 2010 Bahagian Sumber Manusia telah mengadakan beberapa bengkel latihan kepada petugas berkaitan penggunaan Modul Pengurusan Cuti, Modul Rekod Peribadi dan Modul Pengisytiharaan Harta dalam Sistem Maklumat Pengurusan Sumber Manusia (HRMIS) yang dibangunkan oleh pihak MAMPU dengan usahasama JPA bagi tujuan mengurus dan mentadbir rekod pegawai-pegawai kerajaan secara online.

Throughout 2010 the Human Resource Division had conducted several training workshops for staff on the utilisation of the Leave Management Module, Personal Record Module, and Asset Declaration Module in the Human Resource Management Information System (HRMIS) developed by MAMPU in collaboration with the PSD for the purpose of managing and administering the records of the government officials online.

BAHAGIAN PENTADBIRAN

Pada tahun 2010 Bahagian Pentadbiran meletakkan aspek latihan sebagai fokus utama dalam usaha untuk meningkatkan tahap pengetahuan dan kemahiran petugas bahagian ini. Juga ditekankan ialah penerusan usaha penambahbaikan ke atas tahap keselamatan di Wisma BERNAMA, pelicinan perjalanan Unit Kenderaan & Penghantaran serta Telefonis sebagai perkhidmatan sokongan demi menjayakan operasi organisasi.

Latihan

Seramai 42 orang petugas daripada semua kategori telah menghadiri sebanyak 107 kursus dalam pelbagai bidang tahun 2010. Dari segi bilangan hari semua kursus tersebut memakan masa selama 132 hari dan ini merupakan peningkatan hampir 100% berbanding jumlah hari kursus yang dijalankan tahun sebelumnya.

Sistem Pengurusan Keselamatan Bersepadu (SPKB)

Sistem Pengurusan Keselamatan Bersepadu (SPKB) diperolehi BERNAMA melalui peruntukan Kementerian Penerangan, Komunikasi dan Kebudayaan pada Jun 2009.

Sistem ini yang terdiri dari 2 komponen utama iaitu akses keselamatan dan litar kamera tertutup (CCTV) telah dipasang di Ibu pejabat dan di 13 biro dan sepanjang tahun 2010 keupayaan sistem ini telah diuji, perkemas dan dimanfaatkan secara optimum.

Plan Bertindak Kecemasan BERNAMA

Sebagai persediaan menghadapi sebarang kemungkinan bencana khususnya kebakaran, usaha telah digerakkan bagi mengadakan Simulasi Kebakaran di Wisma BERNAMA dengan kerjasama Jabatan Bomba dan Penyelamat.

Langkah pertama ke arah pelaksanaan Simulasi Kebakaran adalah dengan meningkatkan kemahiran dan keupayaan Kumpulan Bertindak Kecemasan (ERT) BERNAMA. Sehubungan itu, struktur ERT telah disusun semula mengikut struktur yang dicadangkan Jabatan Bomba dan Penyelamat. Kursus asas untuk ERT juga telah dijalankan pada Disember 2010 bagi memberikan pengetahuan kepada ahli-ahli tentang fungsi dan peranan ERT.

ADMINISTRATIVE DIVISION

In 2010 the Administrative Division placed the training aspect as its main focus in its efforts to enhance the level of knowledge and skills of the staff in this division. Emphasis was also given to the continuous efforts towards improving the level of safety at Wisma BERNAMA, the smooth running of the Transport and Dispatch Units and the Telephone Operators as key support services to ensure the success of the organisations operation.

Training

A total of 42 staff from all categories attended a total of 107 courses in various fields throughout 2010. In terms of the number of days all these courses added up to 132 days and this represented an increase of almost 100% as compared to the total number of training days in the previous year.

Integrated Security Management System (ISMS)

An Integrated Security Management System (SPKB) was procured by BERNAMA in June 2009 through the allocation of the Ministry of Information, Communication and Culture.

This system that consists of two main components that is the security access and closed circuit television (CCTV) was installed at the head office and in 13 bureaus and throughout 2010 the effectiveness of the system was tested, fine-tuned and utilised in an optimum manner.

BERNAMA Emergency Response Plan

As preparatory measures towards any possible disaster especially fire, efforts had been initiated to execute a Fire Drill Exercise at Wisma BERNAMA in cooperation with the Fire and Rescue Department.

The first step towards the carrying out of the Fire Drill Exercise was to improve the skills and capabilities of the Emergency Response Team (ERT) of BERNAMA. In connection with this the ERT structure was reorganised according to the structure proposed by the Fire and Rescue Department. A basic course for the ERT members was also carried out in December 2010 to educate the members about the role and function of the ERT.

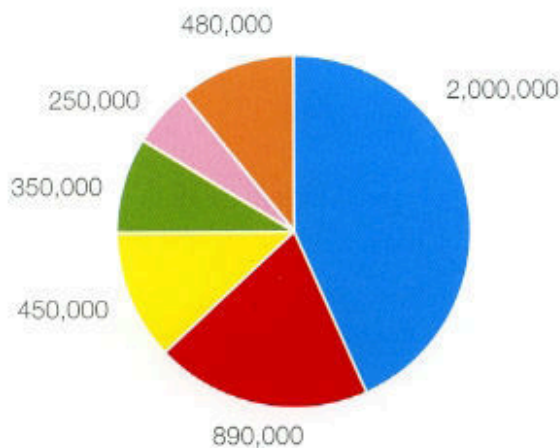
BAHAGIAN PENGURUSAN HARTA

Secara keseluruhannya semua harta benda BERNAMA termasuk bangunan Ibu Pejabat 16 tingkat iaitu Wisma BERNAMA berada dalam keadaan yang baik. Tingkat 9,10,13 dan sebahagian tingkat 8 bangunan tersebut masih lagi kosong. Agensi berita yang beroperasi di Wisma BERNAMA adalah ANTARA dari Indonesia dan MEHR News Agency dari Kuwait.

BERNAMA telah melaksanakan kerja – kerja pengubahsuaian sebahagian tingkat 6 bagi menampung pertambahan kakitangan Jabatan Editorial.

Fokus bagi tahun 2010 adalah lebih kepada penyelenggaraan peralatan dan pemasangan bagi memastikan tiada gangguan operasi harian. Pejabat – pejabat biro juga kekal di lokasi yang sama dan secara keseluruhannya berada dalam keadaan yang baik.

Sebanyak RM4.5 juta telah dibelanjakan pada tahun 2010 bagi pelbagai kategori perbelanjaan seperti pecahan berikut:



- Utiliti / Utility
- Sewaan Bangunan & Tanah / Lease of Land & Building
- Penyelenggaraan / Maintenance
- Kelengkapan Pejabat / Office Equipment
- Insuran / Insurance
- Cukai Tanah & Lesen / Quit Rent & Licence

PUSAT MAKLUMAT & PERPUSTAKAAN (INFOLIB)

InfoLib mempunyai koleksi sebanyak 4,392 buah buku, 33 judul majalah, 10 tajuk surat khabar dan sebanyak 3,821,306 dokumen / artikel yang boleh diakses melalui BERNAMA Library & Infolink Service (BLIS). BLIS juga telah mengumpulkan 6,277 biodata tokoh terkenal (Who's Who), 3,146 artikel perkara terpilih (Databank), 1,066,877 item berita BERNAMA dan 2,654,027 keratan berita terbitan surat khabar utama tempatan (Archival News).

PROPERTY MANAGEMENT DIVISION

In general all the properties of BERNAMA including the 16-storey headquarters that is Wisma BERNAMA were in good condition. The 9th, 10th and 13th floors and a portion of the 8th floor still remained vacant. The foreign news agencies currently operating from Wisma BERNAMA are ANTARA of Indonesia and MEHR News Agency of Kuwait.

BERNAMA had undertaken renovation works at a part of the 6th floor in order to accommodate the increasing number of staff in the Editorial Department.

The focus for 2010 was more towards the maintenance of plant and equipment to ensure that there was no disruption in daily operation. There was no movement in the location of the bureaux and generally all remained in good condition.

A total of RM4.5 million was spent in 2010 in for various categories of expenditure as tabulated below:

INFORMATION CENTRE & LIBRARY (INFOLIB)

InfoLib has a collection of 4,392 books, 33 magazine and 10 newspaper publications, and a total of 3,821,306 documents/articles that can be accessed via the BERNAMA Library & Infolink Service (BLIS). BLIS had also compiled 6,277 profiles of prominent personalities (Who's Who) 3,146 selected subjects article (Databank) 1,066,877 BERNAMA News items and 2,654,027 clippings of items published in the main local newspapers (Archival News).

Sepanjang tahun 2010 sebanyak 2,582 buah buku dan 528 buah majalah telah dipinjam oleh petugas. Seramai 324,745 pengguna telah mengakses BLIS manakala 10,897 telah mengakses Portal InfoLib.

InfoLib telah menganjurkan beberapa aktiviti bagi menggalakkan penggunaan kemudahannya seperti aktiviti bulan membaca dan "Kuiz Semarak Merdeka" sempena perayaan bulan kemerdekaan. Infolib turut terlibat dalam penganjuran beberapa seminar bagi memberi kesedaran kepada orang ramai akan perkhidmatannya.

Pelancaran BERNAMA Kids' 1Malaysia Club (BK1MC) pada 31 Julai 2010. Seramai 237 telah hadir yang terdiri daripada ibubapa, ahli dan tetamu jemputan. Sebanyak 172 buku telah dipinjam pada hari tersebut. Ahli Kelab seramai 192 ahli yang melibatkan anak kepada petugas BERNAMA yang berumur 4 hingga 17 tahun.

InfoLib telah memenangi Anugerah Perpustakaan Cemerlang kategori Perpustakaan Kecil anjuran Persatuan Pustakawan Malaysia (PPM) dan mendapat tempat ketiga pertandingan Konvensyen Kumpulan Inovatif dan Kreatif peringkat Kementerian Penerangan, Komunikasi dan Kebudayaan (KPKK) sempena Sambutan Hari Inovasi KPKK 2010.

Seramai 112 petugas, kebanyakannya para wartawan telah menyertai 14 siri latihan dalaman perkhidmatan BLIS & Portal InfoLib.

Throughout the year 2010 staff borrowed a total of 2,582 books and 528 magazines. A total of 324,745 users had accessed BLIS while a total of 10,897 users had accessed the Infolib Portal.

InfoLib had organised several activities to encourage usage of its facilities such as the reading month activity and "Quiz Semarak Merdeka" in conjunction with the national day celebration month. Infolib was also involved in the organising of several seminars in order to create awareness among the public as to its services.

BERNAMA Kids' 1Malaysia Club (BK1MC) was launched on 31 July 2010. A total of 237 participants comprising of parents, club members and guests. 172 books borrowed on that same event. The club has 192 members aged between four and 17 years old who are children of BERNAMA staff.

InfoLib had won the Excellent Library Award 2009 in the Small Library Category organised by The Librarians Association of Malaysia (PPM) and won third placing in the Innovative & Creative Circle competition at the Ministry of Information, Communication and Culture (KPKK) level in conjunction with the KPKK 2010 Innovation Day Celebration.

A total of 112 staff, mainly journalists had participated in 14 series of in-house training on the BLIS & Infolib Portal service.