

**SUKATAN PENILAIAN
PUSAT PENILAIAN KOMPETENSI (PPK) TAHAP KECEKAPAN 3
BAGI PEGAWAI PENILAIAN GRED W44**

1. MATLAMAT

Menilai kompetensi pegawai dari aspek kebolehan mengaplikasi dalam melaksanakan tugas yang sesuai dengan gred jawatan yang disandang.

2. TUJUAN

Menguji kebolehan dan kecekapan pegawai sebagai salah satu syarat Anjakan Gaji dan / atau bagi pertimbangan kenaikan pangkat ke gred yang lebih tinggi.

3. PEGAWAI YANG LAYAK

- 3.1 Pegawai Penilaian Gred W44 sama ada yang menyandang jawatan secara hakiki; dan
- 3.2 Pegawai Penilaian Gred W41 yang memangku / dipinjam / tukar sementara di Gred W44 dan lulus PTK TK1 dan/atau TK2.

4. KOMPETENSI PERKHIDMATAN

Kompetensi perkhidmatan ialah keperluan kemahiran untuk melaksanakan tugas bagi sesuatu gred jawatan. Kompetensi perkhidmatan bagi Pegawai Penilaian Gred W44 adalah seperti berikut:

- 4.1 Kebolehan mengurus sumber;
- 4.2 Kebolehan menggunakan aplikasi ICT;
- 4.3 Kebolehan mengaplikasikan kemahiran dan pengetahuan yang bersesuaian terhadap sesuatu masalah;
- 4.4 Kebolehan berkomunikasi dengan berkesan;
- 4.5 Kebolehan bekerja dalam pasukan;
- 4.6 Kebolehan mengurus masa;

- 4.7 Kebolehan merancang, melaksana dan menyelaras program/aktiviti dalam skop tugas;
- 4.8 Mempunyai nilai dan etika yang utuh serta mantap;
- 4.9 Kebolehan mengurus diri (*self management*);
- 4.10 Kebolehan dalam melaksanakan tugas dalam bidang penilaian harta, pengurusan harta dan perundingan harta; dan
- 4.11 Kebolehan menjalankan penyelidikan, menulis laporan harta tanah dan memberi latihan.

5. TEMPOH PENILAIAN KOMPETENSI

Dua (2) hingga lima (5) hari.

6. AKTIVITI PENILAIAN

6.1 Kompetensi Generik

- a) Pengucapan Awam
- b) *Group Presentation*
- c) Penilaian Bertulis
- d) Penilaian Personaliti

6.2 Kompetensi Fungsional

- a) Kertas Tugas Individu
- b) Penilaian Bertulis
- c) Kertas Renungan

7. PUSAT PENILAIAN KOMPETENSI

- 7.1 Penilaian adalah berasaskan kepada aktiviti penilaian dan penilaian bertulis. Penilaian bertulis merangkumi kompetensi generik dan fungsional. Manakala aktiviti penilaian merangkumi pengucapan awam, *group presentation* dan penilaian personaliti untuk kompetensi generik serta kertas tugas individu dan kertas renungan untuk kompetensi fungsional.

7.2 Pecahan permarkahan adalah seperti berikut :

- | | | |
|----|---------------------|-------------------------------|
| a) | Komponen Generik | |
| | i. | Pengucapan Awam 10% |
| | ii. | <i>Group Presentation</i> 30% |
| | iii. | Penilaian Bertulis 50% |
| | iv. | Penilaian Personaliti 10% |
| b) | Komponen Fungsional | |
| | i. | Kertas Tugasan Individu 40% |
| | ii. | Penilaian Bertulis 50% |
| | iv. | Kertas Renungan 10% |

8. SKOP PENILAIAN

8.1 Skop Penilaian Bertulis adalah seperti berikut :

- | | |
|----|---|
| a) | Komponen Generik |
| | i. Pengurusan Dan Pentadbiran Organisasi. |
| | <ul style="list-style-type: none"> • Konsep Pengurusan • Kemahiran Pengurusan • Fungsi-fungsi pengurusan • Pengurusan Kewangan |
| | ii. Nilai, Etika Dan Keutuhan Peribadi. |
| | <ul style="list-style-type: none"> • Konsep dan Falsafah • Keutuhan dan Pemantapan Nilai dan Etika dalam Perkhidmatan Awam • Penghuraian dan Penjelasan Nilai dan Etika. |
| | iii. Kepimpinan, Penyeliaan Dan Kaunseling. |
| | <ul style="list-style-type: none"> • Konsep Kepimpinan • Teori dan Pendekatan Kepimpinan • Isu-isu dalam Kepimpinan |

iv. **Komunikasi Dan Perundingan Berkesan.**

- Konsep
- Model Komunikasi
- Bentuk-bentuk Komunikasi

v. **Integriti Dan Akauntabiliti**

- Konsep Dan Falsafah
- Ke Arah Pemantapan Keutuhan Diri Dan Sistem Pengurusan Jabatan Dalam Perkhidmatan Awam
- Penghuraian dan Penjelasan Nilai dan Etika

vi. **Dasar Pembangunan Negara**

- Dasar-dasar Negara
- Kepentingan Dasar-dasar Negara
- Isu-isu Pelaksanaan

b) **Komponen Fungsional**

i. **Penilaian Bagi Pelbagai Maksud**

- Minta Tanah
- Tukar Syarat
- Insuran
- Pampasan

ii. **Penilaian Harta Khas**

- Stesen Minyak
- Tanah Ladang
- Kompleks Pejabat
- Tanah Bekas Lombong

iii. Penilaian Loji dan Jentera

- Asas
- Pengumpulan data,
- Ukur periksa
- Penulisan Laporan

iv. Latihan

- Kaedah dan Teknik Latihan
- Reka Bentuk Latihan
- Pelaksanaan Program Latihan
- Kemahiran dan Peranan Jurulatih

v. Penyelidikan

- Rekabentuk
- Kriteria Pengukuran
- Validasi Data
- Aplikasi teknik Persampelan
- Kaedah Temuduga
- Soal Selidek
- Interpretasi Statistik, MRA, korelasi, ANOVA

vi. Kadaran dan Carum Membantu Kadar

- Prinsip Penilaian
- Kaedah Penilaian
- Bantahan
- Penilaian Semula dan Pindaan
- Remisi dan Pengecualian
- Perundangan
- Prinsip Carum Membantu Kadar

vii. Pengurusan Harta Tanah

- Prinsip
- Objektif

- Tugas dan fungsi seorang pengurus harta
- Pemasaran dan Penguatkuasaan
- Pengurusan Sewaan
- Penyelenggaraan

viii. **Pengurusan dan Penyelenggaraan Bangunan**

- Peranan Pesuruhjaya Bangunan
- Fungsi Pesuruhjaya Bangunan
- Akaun Penyelenggaraan Bangunan
- Kumpulan Wang Penyelenggaraan Bangunan
- Kumpulan Wang Penjelas
- Ejen Pengurusan (*Managing Agent*)

ix. **Peranan Saksi Pakar**

- Peranan saksi pakar
- Etika mahkamah
- Penyediaan Laporan Rebuttal
- Penyediaan Laporan Affidavit

x. **Penulisan Laporan Pasaran Harta Tanah**

- Penulisan pasaran harta mengikut jenis harta
- Menganalisis dan Interpretasi Data
- Membuat jangkaan Keadaan Pasaran Harta

8.2 Pelaksanaan Penilaian Bertulis

a) Soalan Penilaian Bertulis adalah:

i. Komponen Generik:

5 soalan disediakan perlu jawab 2 soalan.

ii. Komponen Fungsional

8 soalan disediakan daripada 8 bidang iaitu satu soalan dari setiap bidang 8.1.b i hingga 8.1.b.viii. Perlu jawab 3 soalan.

b) Masa

Komponen Generik : Satu(1) jam

Komponen Fungsional Satu Setengah ($1\frac{1}{2}$) jam

c) Tahap kesukaran soalan: Aplikasi

8.3 Skop Aktiviti Penilaian adalah seperti berikut:

a) **Komponen Generik**

i. Pengucapan Awam

- Calon dikehendaki membuat pengucapan awam di hadapan panel penilai dalam Bahasa Malaysia selama tempoh 10 minit–berdasarkan tajuk-tajuk yang disediakan oleh pihak penganjur.
- Tajuk akan diberikan semasa hari pendaftaran.
- Penilaian akan dibuat oleh panel penilai yang dilantik.

ii. *Group Presentation*

- Penilaian akan dibuat semasa kumpulan mempersembahkan tugas berasaskan tajuk yang disediakan. Penyampaian adalah didalam Bahasa Inggeris.

- Tempoh persembahan setiap kumpulan 25 hingga 30 minit termasuk sesi soal jawab.
- Soalan berdasarkan komponen generik.
- Persembahan dalam kumpulan menggunakan format 'power point'.
- Penilaian akan dibuat oleh panel penilai yang dilantik.

iii. Penilaian Personaliti

- Penilaian personaliti dilaksanakan bertujuan untuk menilai ciri-ciri penampilan diri, tatakelakuan, potensi kepimpinan, kematangan berkomunikasi, kematangan idea, penggerak kumpulan dan keyakinan diri.
- Penilaian akan dibuat oleh panel penilai yang dilantik.

b) Komponen Fungsional

i. Kertas Tugas Individu

- Kertas tugas individu adalah mengenai bidang pengkhususan Pegawai Penilaian di para **8.1.b.vii**, **8.1.b.viii**, **8.1.b.ix** dan **8.1.b.x**. Kertas yang komprehensif tersebut hendaklah disediakan oleh calon berdasarkan kepada tajuk-tajuk yang disediakan oleh penganjur dan perlu mengesahkan ketulenannya.
- Tugas akan diserahkan kepada calon 30 hari sebelum penilaian.
- Disediakan dalam 15 muka surat tidak termasuk muka surat tajuk (title page) dan muka surat kandungan (content page), rujukan, bibliografi dan nota hujungan.
- Bahasa pengantar ialah Bahasa Malaysia atau Bahasa Inggeris.
- Gunakan font Times New Roman saiz 12 serta double spacing. Margin sekeliling 1 inci.

- Kertas Tugas Individu sebanyak 2 salinan perlu diserahkan semasa pendaftaran penilaian.

ii. Kertas Renungan

- Berdasarkan aktiviti lawatan, ceramah, tayangan video atau kajian kes.
- Pegawai perlu mengembangkan pemikiran dengan memberikan pandangan berdasarkan pengamatan dari aktiviti yang dijalankan.
- Kertas renungan yang disediakan antara tiga (3) ke lima (5) muka surat.
- Bahasa pengantar ialah Bahasa Malaysia atau Bahasa Inggeris.
- Gunakan font Times New Roman saiz 12 serta double spacing. Margin sekeliling 1 inci.
- Dikemukakan selewat lewatnya tujuh (7) hari selepas sesi terakhir penilaian.

9. TAHAP KESUKARAN

Aplikasi.

10. KEPUTUSAN

Penentuan keputusan komponen generik dan fungsional ialah mengikut gred seperti di para 10.1. Penentuan tahap keputusan PTK ialah mengikut Aras berdasarkan kombinasi pencapaian komponen generik dan fungsional seperti di para 10.2.

10.1 Gred Keputusan Komponen

| Gred Keputusan | Penjelasan |
|----------------|------------|
| A | Cemerlang |
| B | Baik |
| C | Memuaskan |
| D | Sederhana |

10.2 Penetapan Keputusan

| Keputusan | Tafsiran |
|-----------|--|
| Aras IV | Lulus/melepassi tahap kompetensi pada aras kecemerlangan |
| Aras III | Lulus/melepassi tahap kompetensi |
| Aras II | Lulus bersyarat |
| Aras I | Tidak melepasi tahap kompetensi |

10.3 Bagi calon di para 3.2, keputusan PTK yang boleh dipertimbangkan adalah tidak lebih daripada Aras III.

11. PENILAI / PEMERIKSA

Dilantik oleh Pengerusi Panel Penilaian PTK Gred W44 Jabatan Penilaian dan Perkhidmatan Harta.

12. PERMOHONAN

Permohonan untuk mengikuti Pusat Penilaian Kompetensi hendaklah dikemukakan kepada:

Urus Setia Penilaian Tahap Kecekapan
 Ibu Pejabat
 Jabatan Penilaian dan Perkhidmatan Harta
 Aras 8, Perbendaharaan 2
 No.7, Persiaran Perdana Presint 2
62592 PUTRAJAYA

Tel : 03-88869000

Fax : 03-88869001

13. PUSAT PENILAIAN

Ditetapkan oleh Urus Setia PTK, Jabatan Penilaian dan Perkhidmatan Harta.

14. TARIKH AKHIR PERMOHONAN

Enam (6) minggu sebelum tarikh penilaian.

15. SENARAI RUJUKAN

15.1 Antara senarai bahan rujukan adalah seperti berikut:

- i. Citra Karya (Falsafah, Nilai dan Etika dalam Perkhidmatan Awam)
- ii. Panduan Pengurusan Pejabat
- iii. Pekeliling Kemajuan Pentadbiran awam (PKPA)
- iv. Kanun Tanah Negara
- v. Arahan Perbendaharaan
- vi. Akta Kerajaan Tempatan (Akta 176)
- vii. Pekeliling dan Surat Pekeliling Perkhidmatan/Perbendaharaan
- viii. Pelan Integriti Nasional

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- viii. Nanus, Burt. (1992). *Visionary Leadership: Creating a compelling sense of direction for your organization*. San Francisco: Jossey-Bass Publishers.
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16. BAHAN RUJUKAN KOMPETENSI FUNGSIONAL

16.1 Antara senarai bahan rujukan adalah seperti berikut:

- i. Amalan Standard Penilaian (ASP)
- ii. Pekeliling Iktisas Jabatan
- iii. Buku Arahan Jabatan
- iv. Manual OJT
- v. Buku Arahan NAPIC

- vi. Kanun Tanah Negara 1965
- vii. 16.1.7 Perlembagaan Persekutuan
- viii. 16.1.8 Kaedah-kaedah Tanah Negeri
- ix. 16.1.9 Akta Setem 1949
- x. Akta Perancang Bandar dan Desa 1976
- xi. Akta Kerajaan Tempatan 1976
- xii. Akta Cukai Keuntungan Harta Tanah 1976
- xiii. Akta Pengambilan Tanah 1960 (Seperti berpinda)
- xiv. Akta Bangunan Dan Harta Bersama 2007
- xv. Akta Hakmilik Strata 1985
- xvi. Undang-undang Harta Tanah Sabah Cap 68
- xvii. Land (Control of Subdivision) Ordinance Sarawak Cap 82
- xviii. Akta Jalan, Parit dan Bangunan 1974
- xix. Akta Perbekalan Elektrik 1990
- xx. Undang-Undang Kecil Bangunan 1984
- xxi. Akta Tanah Berkelompok 1960
- xxii. Akta Antikuiti 1979
- xxiii. Akta Penilai, Pentaksir dan Ejen Harta Tanah Malaysia 1981 (Akta 242)
- xxiv. *Uniform Method of Measurement of Building – Institution of Surveyors, Malaysia*
- xxv. *Malaysian Valuation Standards – Lembaga Penilai, Pentaksir dan Ejen Harta Tanah Malaysia*
- xxvi. Kaedah-kaedah Penilai, Pentaksir dan ejen Harta Tanah
- xxvii. *Malaysian Estate Agency Standards – Lembaga Penilai, Pentaksir dan Ejen Harta Tanah Malaysia*

- xxviii. Pekeliling-pekeliing Lembaga Penilai, Pentaksir dan Ejen Harta Tanah

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