CHAPTER II

THE GENERAL DESCRIPTION OF INDONESIA POSTAL Co.Ltd

2.1 Indonesia Postal Co.Ltd

The first postal office in Indonesia was built in Batavia. It has been established by Governor GW Baron, In August 26, 1746. The company has the vision to become a postal company which skillfully gives the best solution and to become the best principal choice for domestic and global stakeholders to create the developing of business by partnering system. It is supported by excellent human resources development and idolizes the value.

In addition, the mission of this company is to give the best solution in government and individual business. The best solution involves providing the business system and serves of lettering communication, logistic, financial transaction, and philately with network integrating base, reliable, and competitive in the domestic and global markets. Also in this institution history, Indonesia Postal Co. Ltd became a UPU (Universal Postal Union) member – an organization which was established in 1874 and located in Bern, Capital of Swiss.

2.2 International Relationship Division

The division that the writer has to take is International Relationship division.



Figure 1 Organization Structure of Company Secretariat

The head of the division is *Sekretariat Perusahaan* (Institution Secretariat). Institution Secretariat has responsibility to manage the officer who has job as an officer liaison and to arrange as well as to save the institution documents. Also, this division has to make sure that institution obeys the rules about prevail openness.

The second division is *Kelompok Staff Ahli* (Professionals Staff Group). This group is consisting of professionals staffs that have responsibility to control and as a consultant to the other division behind them.

Under the second the division there is *Bagian Hukum & Dokumentasi* (Law & Documentation Division), *Bagian Komunikasi Korporat* (Corporate Communication Division), *Bagian GCG dan Manajemen Resiko* (GCG & Risk

management Division), *Bagian Hubungan Internasional* (International Relationship Division).

The First division is *Bagian Hukum & Dokumentasi* (Law & Documentation Division). This division has works in the law affairs to get a license or as well as lawyers, and to get the documentation from the even that post office made.

The second division is *Bagian Komunikasi Korporat* (Corporate Communication Division). This division has works to guarantee the communication between the other divisions in post office in order to guarantee management practices of company kindly, rightly, transparently, and professionally.

The third division is GCG dan Manajemen Resiko (GCG & Risk Management Division). This division, GCG (Good Corporate Governance) and Risk Management have works in controlling the implementation of GCG, including Internal Control System and Risk Management and as a Liaison Officer in GCG accomplishment.

The last division is Bagian Hubungan Internasional (International Relationship Division). This division has a job make arevision and translation about the documents and to distribute the document into the other units or post offices in the other countries, to make a tentative itinerary. Usually, the document is taken from Email, UPU congress, APPU congress etc. in addition; the writer became a staff of this division.