



Volume 3 Issue 1 (2025) Pages 39-46

ISSN : [2987-5331](https://doi.org/10.5331/2987-5331) (Online)

**JEBM** JOURNAL OF ENTREPRENEUR,  
BUSINESS, AND MANAGEMENT

---

## **ANALYSIS OF THE FUNCTIONS AND ROLES OF THE STATE CIVIL APPARATUS OF THE SECRETARIAT OF THE DPR OF CENTRAL PAPUA**

**Viktor Payung Allo<sup>✉</sup>, Petrus Peleng Roreng<sup>2</sup>, Naomi Patiung<sup>3</sup>**

<sup>1,2,3</sup> Master of Management, Universitas Kristen Indonesia Paulus, Makassar, Indonesia  
Email Koresponden: [Viktorviktorm12.vv@gmail.com](mailto:Viktorviktorm12.vv@gmail.com)

### **Abstract**

*This study analyzes the functions and roles of ASN of the Trial, Report, and Publication Sub-Division of the Secretariat of the Central Papua DPR in supporting the duties and functions of the Central Papua DPR. Using a qualitative approach, data was collected through in-depth interviews, observations, and document analysis. The results of the study indicate that ASN has a crucial role in the administration of trials, preparation of minutes, and publication of the activities of the Central Papua DPR. However, there are several obstacles, such as limited human resources, lack of optimization of information technology, and less than optimal coordination between ASN and members of the Central Papua DPR. Therefore, this study recommends increasing the capacity of ASN through training, optimization of digital information systems, and improving internal coordination in order to increase the effectiveness of work and transparency of publications of the Central Papua DPR.*

**Keywords:** Role of ASN, Secretariat of the Central Papua DPR, trial administration, parliamentary publications.

---

Copyright (c) 2025 **Viktor Payung Allo**

<sup>✉</sup>Corresponding author : Viktor Payung Allo

Email Address : [viktorviktorm12.vv@gmail.com](mailto:viktorviktorm12.vv@gmail.com)

## INTRODUCTION

Effective administration in legislative institutions is a key factor in ensuring the smooth functioning of government, especially in supporting the trial process, compiling minutes, and publishing information to the public (Hasibuan, 2010). The DPR Secretariat has a strategic role in supporting the duties and functions of council members through efficient and transparent administrative services (Sedarmayanti, 2018). In the Central Papua DPR, the Trial, Reporting, and Publication Sub-Division is responsible for organizing trial administration, compiling minutes, and publishing legislative activities to the public.

Despite its important role, our initial observation found that there are still several challenges in managing administration in the Trial, Reporting, and Publication Sub-Division of the Central Papua DPR Secretariat. These challenges include limited human resources, lack of optimization of information technology in compiling and distributing minutes, and ineffective internal coordination between ASN Secretariat and members of the Central Papua DPR (Creswell, 2014). Delays in the preparation and publication of minutes have an impact on transparency and accessibility of information for the public (Hariani et al., 2025; Sanggalangi et al., 2025), which can ultimately affect public trust in the performance of legislative institutions (Matutina, 2001).

In line with the development of information technology and demands for transparency in government, innovation is needed in the management of parliamentary administration, including optimizing the digitalization system in recording and publishing minutes of sessions (Ikhram & Dewi 2018). This study aims to analyze the functions and roles of ASN Sub-Section for Sessions, Rizalah, and Publications in supporting the duties of the Central Papua DPR, as well as identifying challenges and solutions that can be implemented to improve the efficiency and effectiveness of ASN work in the Central Papua DPR Secretariat.

This research is important to provide an in-depth picture of the role of ASN in supporting legislative functions, especially in organizing trials, compiling minutes, and publications. By understanding the obstacles and challenges faced, the results of this study are expected to provide recommendations for improving the quality of administration in the Secretariat of the Central Papua DPR. In addition, this study also contributes to the development of digitalization strategies to increase transparency and efficiency of ASN work in the government sector (Bungin, 2007).

## LITERATURE REVIEW

### *The Role of State Civil Apparatus (ASN) in Legislative Administration*

The State Civil Apparatus (ASN) has a central role in the administration of government, including in supporting legislative functions. According to Law Number 5 of 2014 concerning the State Civil Apparatus, ASN consists of Civil Servants (PNS) and Government Employees with Work Agreements (PPPK) who are tasked with implementing public policies, public services, and certain roles in government (State Civil Service Agency, 2014).

In the legislative context, ASN in the Secretariat of the People's Representative Council (DPR) plays a role in providing administrative, technical, and operational services to support the smooth running of the DPR's duties and functions (State Civil Service Agency, 2014).

## Digitalization of Parliamentary Administration

Digital transformation in government administration has become a major focus in increasing efficiency and transparency. The Indonesian government has initiated various digitalization programs to accelerate public services and improve bureaucratic performance (Ministry of Communication and Information, 2023). In the parliamentary environment, digitalization efforts are carried out through the transformation of information and publication services (Hariani et al., 2025), such as providing live broadcasts of DPR meetings and managing the official social media of the DPR RI (Secretariat General of the DPR RI, 2021). This step aims to facilitate public access to information and increase transparency in legislative performance.

### Operational Definition of Key Concepts

- State Civil Apparatus (ASN): Professionals who work in government agencies, consisting of PNS and PPPK, who are tasked with implementing public policies, providing public services, and strengthening the unity of the Republic of Indonesia (State Civil Service Agency, 2014).
- Administrative Digitalization: The process of integrating digital technology into administrative systems and processes to improve the efficiency, effectiveness, and transparency of public services (Ministry of Communication and Information, 2023).
- DPR Secretariat: A supporting unit in the legislative institution that provides administrative, technical, and operational services for members of the council in carrying out their duties and functions (Secretariat General of the DPR RI, 2021).

### *Current and Relevant Literature*

Recent studies have shown that the implementation of digitalization in government administration can improve the efficiency and transparency of public services. For example, research by the Ministry of Communication and Information (2023) indicates that digitalization of public services can accelerate bureaucratic processes and facilitate public access to information. In addition, digital transformation efforts within the DPR RI have been carried out through various initiatives, such as providing meeting streaming services and managing social media to increase interaction with the public (Secretariat General of the DPR RI, 2021).

## METHODS

This study uses a qualitative approach with a descriptive method to analyze the role and function of ASN in the Trial, Rizalah, and Publication Sub-Division in supporting the duties and functions of the Central Papua DPR. A qualitative approach was chosen because this study seeks to deeply understand the administrative phenomena in the legislative environment and explore the challenges faced in managing trials, compiling minutes, and publishing activities of the Central Papua DPR (Fiantika et al., 2022).

The population in this study consisted of all ASN working in the Central Papua DPR Secretariat, especially in the Trial, Rizalah, and Publication Sub-Division. The research sample was selected purposively (Sugiyono, 2020), namely based on the involvement and relevance of the informant to the research object. The main informants in this study include structural officials of the Central Papua DPR Secretariat, administrative staff responsible for trials and

minutes, and members of the Central Papua DPR. The selection of informants was carried out to obtain a comprehensive perspective on the trial administration process and the challenges in its implementation.

This research was conducted at the Central Papua DPR Secretariat, which is administratively responsible for supporting the legislative performance of the Central Papua DPR. Data collection was carried out over a period of time by relying on in-depth interviews, participant observation, and documentation studies. Interviews were conducted with informants who had a direct role in managing the administration of the trial, while observations aimed to understand the work patterns and obstacles faced in the process of compiling minutes and publications. Documentation studies involved analysis of official documents, minutes of the trial, and communication archives related to the activities of the Central Papua DPR.

The data obtained were analyzed using a qualitative descriptive analysis method, which involved the stages of data reduction, data presentation, and drawing conclusions (Miles et al., 2014). Data reduction was carried out by selecting information that was relevant to the focus of the research, while data presentation was carried out in the form of a narrative that described the patterns, challenges, and main findings related to the role of ASN in legislative administration. Data validity was maintained through triangulation of sources and methods, by comparing the results of interviews, observations, and documentation to ensure the accuracy and consistency of research findings.

With this method, this study is expected to provide an in-depth picture of the effectiveness of the role of ASN in supporting the duties and functions of the Central Papua DPR, as well as providing strategic recommendations to improve the performance of legislative administration in the region.

## RESULTS AND DISCUSSION

### *Respondent Characteristics*

Respondents in this study consisted of State Civil Apparatus (ASN) working at the Secretariat of the Central Papua DPR, especially in the Trial, Rizalah, and Publication Sub-Division, as well as members of the Central Papua DPR who interact directly with ASN in the legislative administration process. Of the six main informants interviewed, two of them were structural officials at the Secretariat of the Central Papua DPR, one multimedia and publication staff, one minutes staff, and two members of the Central Papua DPR. Respondents had varying work experience, ranging from 3 to 15 years, with educational backgrounds that generally came from the fields of public administration, law, and communication.

The results of the interview with **Mr. Septinus Baransano, S.Pd.**, Head of the Trial and Legislation Section of the Secretariat of the Central Papua DPR, revealed that trial staff have a primary role in preparing trial agendas, ensuring timely distribution of documents, and preparing minutes and publication materials related to the activities of the Central Papua DPR. However, ineffective coordination and a limited number of staff are the main obstacles in optimizing their duties. **Mr. Maicheal Danomira, S.STP., M.Sc.**, as Head of Budget Facilitation Section, highlighted that delays in budget allocation often impact the smooth implementation of the tasks of trial staff and publications.

Meanwhile, **Mr. Aldrin Andoi, S.Kom.**, multimedia and publication staff, explained that limited human resources and digital infrastructure hamper the documentation process and dissemination of information to the public in real time. Ms. Sarah Rahayan, A.Md., minutes staff, added that the process of compiling trial minutes is still done manually, which causes delays in completing trial documents and archives.

From the perspective of members of the Central Papua DPR, **Mr. Elias Anouw** and **Mr. Yonas Waine** emphasized that the role of ASN in supporting the function of the DPR is very important, but it is necessary to increase HR capacity and optimize technology so that administrative tasks can run more effectively and transparently.

#### ***The Role of ASN in Trial Administration, Preparation of Minutes, and Publication***

The results of the study indicate that ASN in the Trial, Rizalah, and Publication Sub-Division have a strategic role in ensuring the smooth running of the legislative administration of the Central Papua DPR. ASN are responsible for preparing trial documents, managing trial agendas, and publishing information to the public. However, there are several major challenges, such as limited staff, lack of digital skills in managing minutes and publications, and less than optimal coordination between ASN and members of the Central Papua DPR.

These findings confirm that without good administrative support, the legislative process can be disrupted. This is in line with Sedarmayanti's research (2018), which states that the effectiveness of government administration is highly dependent on the quality of human resources and the support systems used. Therefore, increasing ASN capacity through training and system digitalization is a strategic step that must be implemented.

#### ***Challenges and Constraints in Legislative Administration Management***

The main challenges faced in managing legislative administration in the Central Papua DPR include:

1. Lack of Competent Human Resources

The results of the interviews showed that the limited number of staff in the Trial, Rizalah, and Publication Sub-Section resulted in a high workload, thus affecting the effectiveness and efficiency in completing administrative tasks.

2. Lack of Technology Optimization in the Preparation of Minutes and Publication

The process of preparing trial minutes is still carried out manually, without the support of technology such as an automatic transcription system or digital archiving. This causes delays in completing documents and difficulties in managing trial archives.

3. Suboptimal Coordination between ASN and Members of the Central Papua DPR

Several informants stated that communication between ASN and members of the Central Papua DPR still needs to be improved, especially in terms of planning trial agendas and distributing information.

#### ***Central Papua DPR Administrative Efficiency Improvement Strategy***

Based on the research results, there are several strategic recommendations that can be implemented to improve the efficiency of legislative administration, namely:

1. ASN Training and Capacity Building

A sustainable training program is needed for ASN in the Trial, Rizalah, and Publication Sub-Section to improve competence in legislative administration and information technology management.

## 2. Digitalization of the Administration System

Implementation of a digital system for managing minutes and publications can improve work efficiency and accelerate the dissemination of information to the public. The use of automatic transcription applications and electronic archive systems are solutions that can be implemented.

## 3. Strengthening Coordination between ASN and Members of the Central Papua DPR

There needs to be a more effective communication mechanism between ASN and members of the Central Papua DPR, such as regular meetings or a technology-based coordination system to ensure smooth administrative tasks.

The results of this study indicate that increasing ASN capacity, optimizing technology, and better coordination are key factors in increasing administrative effectiveness in the DPR Papua Tengah environment. By implementing the right strategy, the DPR Papua Tengah Secretariat can carry out its duties and functions more professionally, transparently, and accountably.

## CONCLUSION

This study analyzes the role and function of ASN in the Trial, Rizalah, and Publication Sub-Division in supporting the duties and functions of the Central Papua DPR. The results of the study indicate that ASN has a crucial role in ensuring the smooth administration of trials, preparation of minutes, and publication of legislative information to the public. However, various obstacles such as limited human resources, minimal use of technology in managing minutes and publications, and suboptimal internal coordination are still the main obstacles in increasing the effectiveness of ASN work in the Central Papua DPR environment.

The findings of this study support the argument that effective legislative administration depends on the quality of human resources and the support systems used. Optimizing the role of ASN can be done by increasing employee capacity through training and professional development, digitizing the administration system to accelerate document and publication management, and strengthening the coordination mechanism between ASN and members of the Central Papua DPR to improve work efficiency.

Although this study provides valuable insights into the role of ASN in legislative administration, there are several limitations that need to be considered. This study only focuses on one work unit in the Central Papua DPR Secretariat, so the results may not fully describe the conditions in other legislative institutions. In addition, this study is still qualitative in nature so that it cannot quantitatively measure the impact of various factors that influence the effectiveness of ASN work. For further research, it is recommended to expand the scope of the study by comparing legislative administration in several different regions in order to gain a more comprehensive understanding. In addition, the use of quantitative methods to measure the effectiveness of digitalization in legislative administration can provide more measurable data on the impact of technology implementation in improving ASN performance. Thus, future research can provide stronger recommendations for improving the legislative administration system in Indonesia.

## BIBLIOGRAPHY

Badan Kepegawaian Negara. (2014). *Undang-Undang Nomor 5 Tahun 2014 tentang Aparatur Sipil Negara (ASN)*. Jakarta: Kementerian Sekretariat Negara Republik Indonesia.

Bungin, B. (2007). *Penelitian Kualitatif: Komunikasi, Ekonomi, Kebijakan Publik, dan Ilmu Sosial Lainnya*. Jakarta: Kencana.

Creswell, J. W. (2014). *Research design: Qualitative, quantitative, and mixed methods approaches* (4th ed.). Thousand Oaks, CA: Sage.

Fiantika, F. R., Wasil, M., Jumiyati, S., Honesti, L., Wahyuni, S., Mouw, E., Jonata, Mashudi, I., Hasanah, N., Maharani, A., Ambarwati, K., Noflidaputri, R., Nuryami, & Waris, L. (2022). Metodologi Penelitian Kualitatif. In *Rake Sarasin* (Pertama, Issue March). PT. GLOBAL EKSEKUTIF TEKNOLOGI.

Hariani, N., Malissa, M., & Todingbua, M. A. (2025). Peran Teknologi dan SDM Dalam Pengelolaan Informasi Administrasi Kependudukan pada Dinas Kependudukan dan Pencatatan Sipil Kabupaten Intan Jaya. *ECOHOLIC: Jurnal Ekonomi Holistik*, 1(1), 79–85. <https://ojs.ukipaulus.ac.id/index.php/jeh/article/view/861>

Hasibuan, M. S. P. (2010). *Manajemen Sumber Daya Manusia*. Jakarta: Bumi Aksara.

Ikhram, A. A., & Dewi, A. R. S (2018). The Influence Of Proactive Personality On Career Success Through Political Influence Behavior Of Employees Pt. Bank Sulselbar.

Kementerian Komunikasi dan Informatika Republik Indonesia. (2021). *Transformasi Digital dalam Administrasi Pemerintahan*. Jakarta: Kominfo.

Lambe, K. H. P., & Halik, J. B. (2024). INOVASI PRODUK DAN PROSES SEBAGAI KUNCI KEUNGGULAN BERSAING UKM KULINER. *Paulus Journal of Accounting (PJA)*, 6(1), 82–93. <https://ojs.ukipaulus.ac.id/index.php/pja/article/view/805>

Lambe, K. H. P., Palondongan, E., Ma'na, P., & Tandi, A. (2024). Strategi Peningkatan Kinerja Pegawai di Kantor Dinas Kependudukan dan Pencatatan Sipil Kabupaten Toraja Utara. *Al-Buhuts*, 20(1), 138–147. <https://doi.org/10.30603/ab.v20i1.4711>

Mangopo, R. M., Landjang, X. I. S., Lambe, K. H. P., & Jaya, A. (2025). Analisis Pengelolaan Pajak dan Retribusi Dalam Peningkatan Pendapatan Asli Daerah Kota Jayapura. *Jesya (Jurnal Ekonomi & Ekonomi Syariah)*, 8(1), 171–180. <https://doi.org/10.36778/jesya.v8i1.1887>

Matutina, M. T. (2001). *Manajemen Sumber Daya Manusia: Teori dan Aplikasi dalam Dunia Kerja*. Jakarta: Gramedia Widiasarana.

Miles, M. B., Huberman, A. M., & Saldana, J. (2014). *Qualitative Data Analysis: A Methods Sourcebook* (3rd ed.). SAGE Publications Inc.

Sanggalangi, A. D., Rantererung, C. L., & Halik, J. B. (2025). Evaluasi Rencana Kerja dan Anggaran Dalam Meningkatkan Kualitas Laporan Keuangan di Inspektorat Provinsi Papua Tengah. *ECOHOLIC: Jurnal Ekonomi Holistik*, 1(1), 86–92. <https://ojs.ukipaulus.ac.id/index.php/jeh/article/view/862>

Sedarmayanti. (2018). *Sumber Daya Manusia dan Produktivitas Kerja*. Bandung: Mandar Maju.

Sugiyono. (2020). *Metode Penelitian Kuantitatif, kualitatif, dan R&D* (Sutopo (ed.); Edisi ke-2). Alfabeta.

Susanti, R., Lambe, K. H. P., & Gunadi, H. (2024). PENGARUH MOTIVASI, DISIPLIN DAN LINGKUNGAN KERJA TERHADAP KINERJA PEGAWAI PADA YAYASAN KRISTEN WAMENA KABUPATEN JAYAWIJAYA. *Journal of Marketing*

*Management and Innovative Business Review*, 2(2), 47–55.  
<https://www.ojsapaji.org/index.php/mariobre/article/view/301>