Administrative Arrangement of Village Government in Poka Village, Teluk Ambon Subdistrict, Ambon City

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ABSTRACT

This activity is an effort to improve the quality of village government services and efficiency in the management of government administration at the village level. Poka Village, located in Teluk Ambon Subdistrict, Ambon City, is one of the locations focused on in this activity. Various aspects of village government administration are analyzed and improved to ensure that the village can provide better services to its residents. This involves updates in population data management, financial administration, village development planning, as well as improvements in the implementation of information technology to support transparency and accessibility of village government information. Additionally, this activity also includes efforts to empower the village community in terms of participation in village decision-making, enhancing understanding of village governance, and involving residents in village development programs. The aim is to build a more inclusive, participatory, and democratic community in Poka Village. This Community Service aims not only to improve the quality of village government administration but also to have a positive impact on the daily lives of village residents. In this way, this activity contributes to improving the welfare of the village community, advancing local development, and creating a more empowered community that is aware of its rights and obligations in village governance

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INTRODUCTION

The organization of government programs, development, and public services by village government officials in each village heavily depends on the role of village government officials in designing and executing village administration efficiently and effectively. The primary focus of this activity is Poka Village, located in Teluk Ambon Subdistrict, Ambon City. In this project, we analyze and improve various aspects of village government administration to ensure that the village can provide better services to its residents. This includes updates in population data management, financial administration, village development planning, and the implementation of information technology to support transparency and accessibility of village government information.

Furthermore, this activity also includes efforts to empower the village community by involving them in training programs related to village administration. If village officials have clear knowledge, understanding, and skills related to their duties, functions, authorities, and responsibilities, they will be more capable of fulfilling the expectations inherent in their roles (Wanusmawatie et al., 2018). This reflects the importance of an effective and optimal role of village government officials.

However, in villages in various places, the knowledge, capabilities, and skills of village officials in administration often become weak points, making it difficult for villages to keep up with the increasingly rapid pace of development. Lack of understanding of the village authority regulated in Law No. 32 of 2004 concerning Regional Government also hinders the smoothness of village officials in carrying out village government administration and development (Undang-Undang, 2005).

Therefore, support is needed in the form of mentoring and training from various parties, including universities, to improve the understanding, awareness of duties and responsibilities of village officials, and abilities in managing village administration. This will encourage the participation of village residents in running village government administration and development, with the hope of improving their welfare (Aminudin, 2019). The more capable village officials are in managing their administration, the smoother and more successful the implementation of village government and development .

Overall, village administration involves various processes and activities carried out by village government officials to achieve common goals using available facilities and infrastructure (Megawati et al., 2023). This includes data recording, archiving, and documentation, as well as correspondence activities necessary for the effective implementation of village government.

The main problems faced in the activity "Administration Arrangement of Village Government in Poka Village, Teluk Ambon Subdistrict, Ambon City" are the low efficiency and quality in the implementation of village government administration. Some specific issues that can be identified include: first, inability of village government officials to manage village administration efficiently. Second, lack of understanding among village officials about their duties, functions, authorities, and responsibilities in village administration. Third, minimal utilization of information technology in village administration management. And low community participation in the village decision-making process.

This activity aims to improve the efficiency and quality of the implementation of village government administration in Poka Village. Then, enhance the understanding and skills of village government officials regarding their duties, functions, authorities, and responsibilities in village administration. Beside that, to introduce and encourage the use of information technology to support transparency and accessibility of village government information. And last, to increase community participation in village decision-making and overall village development processes.

Thus, this activity will contribute to the improvement of the welfare of village communities, the advancement of local development, and the creation of a community that is more aware of their rights and obligations in village governance.

METHOD

This activity was carried out for 2 days, from June 7th to 8th, 2023, at the Poka Village Office Hall. Various techniques or methods were used in the implementation of community service activities in Poka Village, Teluk Ambon Subdistrict, Ambon City, including lecture method, question and answer, and brainstorming.
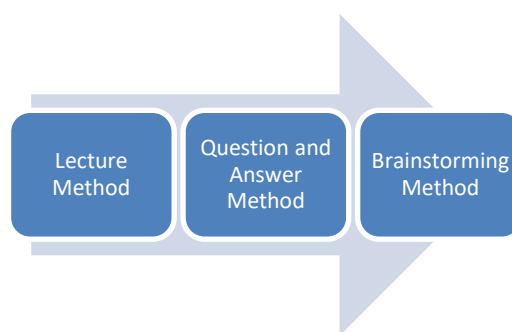
FIGURE 1. Method were used in the implementation

Lecture Method

In this method, it was used to explain the procedures for arranging village government administration comprehensively. A lecturer or facilitator delivered the material for a period of 30 minutes

Question and Answer Method

This method involved participants by giving them the opportunity to ask questions related to the lecture material. The lecturer provided answers for 60 minutes to clarify participants' understanding.

Brainstorming Method

The purpose of this method was to gather as many ideas and inputs as possible from participants. Participants were encouraged to share thoughts, suggestions, hopes, and knowledge on the topic presented. This input was not only for responses but also for deepening and developing in discussions.

In addition to these methods, various materials and equipment were required, such as markers, paper, paper clips, banners, laptops, and projectors. The main actors in this activity were the speakers, who were permanent lecturers of the Public Administration Study Program, Faculty of Social Sciences and Political Science, Pattimura University. They were Prof. Dr. Zainal Abidin Rengifurwarin, M.Si., Dr. Petronela Sahetapy, M.Si., Dr. Aminah Bahasoan, M.Si., La Majid, S.Sos, M.Si., Humaira Almadali, S.Sos, M.AP., and Zul Fadli, SE, M.AP.

The total number of participants in the community service activity in Poka Village was 28 individuals. The participant groups consisted of various elements, including the Poka Village authorities, the Secretary of Poka Village, the Chairperson and Secretary of the Poka Village Consultative Body (BPD), the Poka Village Officer, the RW Chairperson, community figures, youth figures, and representatives of Poka Village Household Heads (KK). The composition of participants in the community service activity in Poka Village is displayed in the following table:

TABLE 1. Participant Composition

No	Participant Composition	Number of Individuals
1	Village Head and Secretary	2
2	Chairperson and Secretary	2
3	Village Officer	3
4	Village Staff	3
5	RW Chairpersons	6
6	Community Figures	3
7	Youth Figures	3
8	Representatives of Household Heads	6
	Total	**28**

RESULT AND DISCUSSION

Participant Registration for Community Service Activity

Before the commencement of the community service activity (PKM) at the Poka Village Office, the PKM implementation team allowed participants to register by recording their names and signing the attendance list prepared. Participants were then directed to enter the activity room, so that the PKM or community service activity could begin.

Opening of the Community Service Activity

The commencement of the community service activity (PKM) was officially conducted by a master of ceremony (MC), following these steps:

- The MC began the opening of the PKM by conveying greetings and respects to the Village Head, PKM Implementation Team, village staff, and participants.
- The MC provided an opportunity for the Head of the Abdimas Team to deliver an address. The team leader started by extending greetings or respects to the Village Head, PKM Implementation Team, village staff, and PKM participants. Furthermore, the team leader explained the urgency of conducting PKM as part of the University's Tri Dharma. They also elaborated on the objectives and benefits of PKM, including its benefits for the Poka Village Government, village staff, PKM participants, and the implementation team from Pattimura University. Before concluding the address, the Head of the Abdimas Team requested permission from the Village Head to deliver the official address and commence the PKM implementation.
- The Poka Village Head (or represented by the Village Secretary) was invited by the MC to deliver an address. The Village Head started by extending greetings or respects to the PKM Implementation Team, village staff, and PKM participants. Next, the Village Head explained the urgency of conducting PKM as part of the Tri Dharma of Higher Education. They also elucidated the objectives and benefits of PKM, including its benefits for the Poka Village Government, village staff, PKM participants, and the implementation team from Pattimura University. After concluding the address, the Village Head officially opened the PKM implementation.

FIGURE 2. Speech by the Head of the Community Service Team

- After the official opening by the Village Head, the opening event concluded with a break session, where participants could enjoy snacks provided by the Abdimas Team of the Public Administration Study Program, Faculty of Social Sciences and Political Science, Pattimura University.

FIGURE 3. Speech by the Secretary of Poka Village

Implementation of Activities

First, participants were invited by the MC to return to their respective seats, so that the lecture and discussion activities could proceed. Second, the lecturer was then invited by the MC to present the materials or content of the Abdimas activity available, using the PowerPoint (PPT) presentation prepared beforehand. After the lecture material presentation, the MC reminded and allowed participants to ask questions, which were then answered by the lecturer or resource person, in the question and answer session, even accompanied by input from participants, resulting in interactive discussions between participants and the lecturer. Various issues, suggestions, opinions, and inputs emerged in this question and answer session and brainstorming, which were noted by the minutes (the Abdimas implementation team), including:

- Participant 1

Mrs. Helena Latuperissa, S.Sos, who serves as the Head of RT in Poka Village, provided a response stating that the arrangement of Poka Village government administration has been done well and has had a positive impact on improving the smoothness, effectiveness, and efficiency in managing village programs. In the context of village administration in general, there has been improvement that includes active participation of the community in the planning, organization, implementation, and supervision of village programs. Specifically, there has been an arrangement of administrative activities and public services, which ultimately improves the quality of services to the community. The arrangement of village administration assists the Poka Village Government in planning and implementing activities more structuredly. Movement and supervision are also more effective, ensuring that activities are in line with the plan and allowing for quick improvements if needed.

The resource person added that although the arrangement of village government administration has reached a good category, the next step is how to improve and maintain those achievements. Improving good village administration should be an ongoing effort that is continuously enhanced. This requires hard work and commitment from all village government officials and the community (Simangunsong & Djaga, 2018). Furthermore, it is important to implement monitoring and evaluation mechanisms periodically. This will help assess whether the arrangement of village administration is still effective or if there are areas that need improvement. Thus, the evaluation results can help in making decisions based on information and data documented in six types of village administration books, such as General Administration Book, Population Administration Book, Village Financial Administration Book, Development Administration Book, BPD Administration Book, and other administration books (Wiratmoko & Lambelanova, 2021).

FIGURE 4. Speaker's response to participant 1

- Participant 2

Mr. La Yanto, a village official, provided his perspective on the administrative boundaries of Poka Village. Administratively, the Poka Village Government is located in Baguala Subdistrict, Ambon City, with an area of approximately 2.78 km2 and geographical boundaries as follows:

To the East, it borders Hunuth Village. To the West, it borders Tihu Subdistrict. To the South, it borders Rumah Tiga Village. To the North, it borders Central Maluku Regency.

However, in reality, the Poka Village Government often experiences difficulties and uncertainties regarding administrative boundaries. This has the potential to create conflicts with neighboring villages and districts. These conflicts not only affect social relationships but also impact sustainable village development. The resource person suggested that to address this boundary issue, further research is needed as a strong data source (Werenfridus et al., 2021). Data from this research can be used as a strong reference to support decisions regarding boundaries.

Furthermore, concrete steps that can be taken include communication, coordination, and collaboration with the Ambon City Government and Central Maluku Regency Government to redefine clear and definite boundary lines, with support from research conducted by academics. The results of this research can be used as a source to enrich teaching materials in courses taught by professors focusing on village government administration (Norouzi et al., 2017). Additionally, the research findings can also serve as a basis for further research by professors and students in similar contexts in other villages.

FIGURE 5. Participant 2 provides his viewpoint on the boundaries of Poka Village.

- Participant 3

Poly Rengrengulu, who serves as the Head of the Governance Section, raised a question about whether organization is a necessary step in implementing the functions of village administration after the planning process, which is the first function of village administration. In responding to this question, the resource person emphasized that organization is one of the crucial aspects and is carried out after the planning process in implementing village administration. This is because organization helps transform planning concepts into concrete plans, programs, and activities that can be implemented.

In the context of village administration, organization refers to how the organizational structure of village government is arranged, how tasks and responsibilities are distributed, and how communication and work flow are managed (Hajar et al., 2023). The planning process in village administration involves the village government, village officials, the Village Consultative Body (BPD), as well as the participation of community leaders and villagers in formulating goals, programs, and policies to be implemented.

Organization plays a crucial role in allocating human, physical, and other resources to achieve these goals (Pananrangi, 2019). With effective organization, confusion can be prevented and accountability can be enhanced. Additionally, organization enables various parts of the village government to collaborate effectively. This facilitates coordination among different work units, enables information exchange, and fosters collaboration to achieve common goals.

A well-organized organizational structure enables the village government to move more easily and adapt to changes in situations, demands, and community needs (Churiyah et al., 2020). This allows the village government to generate appropriate and sustainable policies, enabling the village to grow and develop over time.

FIGURE 6. Participant 3 asks a question.

Certificate Handover and Group Photo

After the question-and-answer session and brainstorming session between participants of the PKM or Abdimas activities concluded, the event proceeded with the presentation of certificates to the Village Head and participants. Additionally, a group photo session was conducted to produce documentation supporting the implementation of this PKM activity.

FIGURE 7. Certificate presentation

The series of various PKM implementation activities carried out by the Public Administration Study Program, Faculty of Social Sciences and Political Science, Pattimura University, in collaboration with the

Poka Village Government, T.A Subdistrict, Ambon City, concluded with expressions of gratitude to the Poka Village Government, village staff, and all participants.

FIGURE 8. Group photo of participants in the activity

In this section we welcome you to include a summary of the end results of your research. Font should be Arial Nova, 10 pt.

CONCLUSION AND RECOMENDATION

Conclusion

The implementation of community service activities (PKM) aimed to enhance the level of knowledge and understanding, as well as the abilities or skills of village government officials in carrying out planned, systematic, smooth, orderly, and effective measures and steps in organizing village government administration, both broadly and narrowly, optimally to support the implementation of governance tasks, development tasks, and public service tasks in Poka Village, Teluk Ambon Subdistrict, Ambon City.

Recommendations

Several recommendations are proposed from the implementation of community service activities (PKM) by the accompanying team addressed to the Poka Village Government, Teluk Ambon Subdistrict, Ambon City, in efforts to further enhance the smoothness, orderliness, and effectiveness in the implementation of village government administration processes, both broadly and narrowly defined, in the future, including the following: first, village government staff need to understand and master their duties, functions, authorities, and responsibilities (tupoksiwab) clearly, effectively, orderly, well, and optimally as expected, in accordance with the provisions of applicable regulations, thereby positively impacting the existence of village governance in Poka Village, Teluk Ambon Subdistrict, Ambon City. And second, village government staff should organize village administration broadly by focusing on planning, organizing, motivating, and supervising functions well and optimally. If narrow administration is truly carried out by preparing the required data format and filling it in according to the 6 types of village administration books as per Regulation of the Ministry of Home Affairs Number 47 of 2016 well, smoothly, orderly, effectively, and optimally in the intended Poka Village, in accordance with the work standards set in the available regulations.

Guidance from academic experts (faculty members) of the Public Administration Study Program, Faculty of Social Sciences and Political Science, Pattimura University, is deemed urgent to collaborate with the

Village Government in organizing village administration smoothly, orderly, and effectively to support governance, development, and public service tasks in Poka Village, Teluk Ambon Subdistrict, Ambon City.

ACKNOWLEDGMENTS

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