Women’s Participation In Administration Processes In Education And Culture

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Abstract

The purpose of this study was to determine the participation of women in the administrative process at the Office of Education and Culture in Merauke Regency. Researchers use a qualitative approach. While the data analysis technique, the authors used three stages: Condensation of data, presentation of data, and drawing conclusions from the results of this study the authors found that women's participation in the administration process went well, but there were still flaws and found other factors namely education, insight intellectual, and responsibility. Based on the results of the study showed that the factors of Coverage, Equality and partnership, Transparency, Equality and authority, Equality of responsibility and empowerment. Women's Participation in the Administration Process in the Office of Education and Culture in Merauke Regency which can be seen from these indicators has been going well the above has been going well, but in the process there are still some shortcomings, and obstacles in doing work that is still and obstacles in doing employment, namely that there are still many women who do not yet have adequate quality in carrying out and carrying out work, but these problems can be minimized to carry out the process of women's participation in administration at the Merauke Regency Education and Culture Office.

Keywords: Participation; Women

Introduction

Women are potential human resources, where actualization of women as development and self-development resources can only occur if they are in a conducive situation or condition. In the bureaucratic world that the role of a woman can replace the duties of men, especially in the service department. The spirit of public service itself in the philosophical dimension is very much in tune with the character of women. Women as leaders of the administrative bureaucracy have more value because they are able to understand the so-called public feelings, balance men in decision making in a policy for the advancement of society in our country, in managing women's financials very diligently and conscientiously, designing and decorating office space to remain comfortable, and archives administrative facilities well.

Women especially in Merauke Regency are quite dominant in bureaucratic organizations that provide services to the community, and when viewed in terms of
capacity, quality and quantity can compensate for men in carrying out their duties as public servants, although on the other hand women have duties as housewives, take care of her children and her husband. The current condition of women occupies a lot of work in bureaucratic organizations, even some who have strategic positions. The Merauke Regency Education and Culture Office, is one of the bureaucratic organizations that carries out public service functions, including carrying out administrative processes such as making letters, filing outgoing and incoming letters, delivering letters to the Regional Work Unit (SKPD) in Merauke Regency, and Carrying Out Duties Delivery of exam files. The purpose of this study was to determine the participation of women in the administrative process at the Office of Education and Culture in Merauke Regency.

**Research Methods**

This type of research used in this research is descriptive research, which aims to make a clear contribution or what is in accordance with social issues related to, namely Concerning Women's Participation in Administrative Management in the Office of Education and Culture of Merauke Regency. This research will be carried out in Merauke Regency with a focus on research at the Merauke Regency Education and Culture Office which is located on Jalan Mission. The informants in this study (Women and Civil Servants) consisted of the main informants and supporting informants. The main informants are female employees who hold positions, while supporting informants are administrative staff who are always available on-site to carry out administrative processes.

**Result And Discussion**

According to Made Pidarta in (Siti Irene Astuti D,2009), participation is the involvement of a person or several people in an activity. Involvement can be in the form of mental and emotional involvement as well as physical in using all the abilities they have (initiative) in all activities carried out and supporting the achievement of the goals and responsibility for any involvement. Participation is the mental and emotional involvement of a person in a group situation that encourages them to support the achievement of the group's goals and share responsibility with the group. Another opinion explains that participation is the inclusion of the thoughts and emotions of workers into the situation of the group concerned and partly responsible for the group.
Community participation according to (Isbandi, 2007) is community participation in the process of identifying problems and potential that exists in the community, choosing and making decisions about alternative solutions to deal with problems, implementing efforts to overcome problems, and community involvement in the process of evaluating changes that occur.

The principles of participation, as stated in the Participatory Approach Implementation Guidelines compiled by the Department for International Development (DFID) (in Monique Sumampouw, 2004) are: (1). Coverage. All people or representatives of all groups affected by the results of a development project decision or process. (2). Equality and partnership (Equal Partnership). Basically everyone has the skills, abilities and initiatives and has the right to use these initiatives in every process to build dialogue without taking into account the level and structure of each party. (3). Transparency. All parties must be able to foster communication and open and conducive communication climate so as to cause dialogue. (4). Equality of authority (Sharing Power / Equal Powership). The various parties involved must be able to balance the distribution of authority and power to avoid domination. (5). Equality of Responsibility (Sharing Responsibility). Various parties have clear responsibilities in each process due to the existence of equality of authority (Sharing power) and their involvement in the decision making process and subsequent steps. (6). Empowerment. The involvement of various parties is inseparable from all the strengths and weaknesses of each party, so that through active involvement in every process of activity, a process of mutual learning occurs and mutual empowerment occurs.

A. Women
As stated by (Sulaeman and Homzah, 2010) in a biological perspective, women are often identified with broken vessels such as, delicate, weak and helpless. While in the etymological review based on Sudarwati and Jupriono the words women are of high value, not below but parallel, even higher than the word man. This can be seen from the brief description below: (1). Etymologically, the word woman comes from the word empu which means master, a person who is proficient / powerful, or even the head, headwaters, or the biggest. (2). The word woman is also related to the words of support, command, support, safety guardians, even guardians; the word mengampu means to keep from falling or to
support so as not to collapse; the word to rob means to rule (country); there is another person who is a buffer, a buffer, a savior. (3). The word woman is also rooted closely from the word woman; this word experiences shortening to puan which means greeting respect to women, as a pair of words the lord is a greeting to men.

B. Administration

a) Administration in the Narrow Meaning

According to (Handayaningrat, 2002) in his book Introduction to the Study of Administrative and Management Sciences as follows: Administration is narrowly derived from the word Administratie (Dutch) which includes cata-note-taking, correspondence, light bookkeeping, typing, agendas and so on which are technical in nature clerical work. From this definition it can be concluded that administration in the strict sense is an administrative activity which includes the activities of note-taking, correspondence, bookkeeping and filing of letters as well as other matters intended to provide information and facilitate obtaining information back if needed.

b) Administration in Broad Meaning

Administration in a broad sense comes from the word Administration put forward by some experts and quoted by (Soewarno Handayaningrat, 2002) in his book Introduction to the Study of Administration and Management. Administration in the broadest sense namely: (Leonard D. White, 1958) in his book Introduction to The Study of Public Administration says:

"Administration is a common process to all group effort, public or private, civil or military, large scale or small scale etc". (Administration is a process that is generally found in all group businesses, state, private, civil or military, large or small businesses, and so on). In the administrative process generally requires two or more people and groups consisting of groups that are in a country, working in the private sector, civilian or military fields who work together in an organization to achieve predetermined goals. (William H. Newman, 1975) in his book Administrative Action states that: "Administration has been defined as the guidance, and leadership and control of the effort of a group of individuals towards some common goals" (Administration is defined as guidance, leadership, and supervision of the efforts of groups of individuals to achieve a common goal). The
definition explains administration requires an action that can be in the form of
guidance, leadership, effective supervision which are administrative functions to
achieve a common goal that has been determined.

According to (H.A. Simon, 1982) in his book Public Administration that:
"Administration as the activities of the group cooperating to accomplish common
goals" (Administration is as an activity of groups that hold cooperation to complete
common goals). This definition explains the administration requires a collaboration
between two or more people or certain interest groups that hold meetings between
certain groups in order to complete the common goal.

This broad administration explained that a series of activities that require a
collaborative process and were not new because it had arisen together with the
emergence of human civilization. According to (Siagian, 2008) in the book
Philosophy of Administration says: "Administration is a whole process of
cooperation between two or more people based on certain rationalities to achieve
predetermined goals."

The term State Administration can be divided into two forms namely
Administration and the State. Administration is etymologically derived from Greek
namely Administrare which means to serve, help. While in English, use the actual
administration terms of the words Ad (intensive) and Ministrare (to serve) which
means to serve. While the State is etymologically derived from English which
means in Latin that is status which means an upright and fixed state or something
that has an upright and fixed nature or is more often called a station which means
a position.

According to Marshall E. Dimock, Gladys O. (Dimock and Louis W. Koenig,
1960) in his book Public Administration stated: "Public administration is the
process of government activities in exercising political power". From this definition
explains that public administration as an activity process which means something
whose beginning is known but ultimately unknown, which starts since there are
two or more people who agree to start working together and if they decide not to
cooperate again must be decided together which is used to exercising political
power in a country. According to (Siagian, 2008) in his book Philosophy of
Administration said that: "State Administration is the whole activity carried out by
all government apparatus of a country in an effort to achieve the goals of the
country." Then from some of the opinions of the experts above it can be concluded that the State Administration is a series of the activity of conducting sincere and voluntary cooperation carried out by the state apparatus or government apparatus to regulate and exercise state power in order to achieve the country's goals effectively and efficiently.

Based on the results of interviews with informants, this section will discuss all indicators used:

1) **Coverage** All people or representatives of all groups affected by the results of a development project decision or process. I, as a researcher, conclude that with the scope of women being able to carry out administrative processes well because there are so many women that they can carry out performance in the administrative process well at the Merauke Regency Education and Culture Office.

2) **Equality and Partnership** Equality and partnership (Equal Partnership), basically everyone has the skills, abilities and initiatives and has the right to use these initiatives in every process to build dialogue without taking into account the level and structure of each party. Here the researcher takes the results of a synchronized interview with interview guidelines related to Equality and Partnership and the conclusion of the author is that there is a partnership of women and men in the Education and Culture Office of Merauke Regency. very good because in doing the work complement each other's deficiencies in carrying out the tasks given by the leadership.

3) **Transparency** is an important factor in doing work and is not suspicious of each other in carrying out work that is given by the leadership. If transparency is applied to the maximum, good relations will be established because there is no mutual suspicion between employees in the Department of Education and Culture. From the results of the above interview with informants from the Department of Education and Culture of Merauke Regency that women are very transparent and carry out administrative processes using methods of transparency and communication well, so that in carrying out work with men can run smoothly and make it easier for officers to carry out responsibilities given by the leadership.
4) Equality and authority This equality and authority is very much needed in doing the office administration work of the informants above, saying there is equality and authority in decision making, in carrying out tasks, from informants above female and male employees carrying out their duties, principal, functions as a professional and coordinating with each other between fields. From the results of the interview above related to indicators of equality and authority researchers concluded that the leadership gave authority not to look at a person's background but to see the ability and performance of the employee if we only looked at the gender side that was very objective in giving authority to employees.

5) Equality of responsibility Equality of responsibility is an indicator of bureaucratic progress. At the Merauke Regency Education and Culture Office, it is already professional in placing the responsibilities of female and male employees because the leadership sees their abilities and capacities, and does not see a person's gender. Then the researcher can conclude that the role of women in the administrative process is quite good because women are always involved in various jobs and women do quickly, responsibility is very important in doing work so that leaders can trust employees, responsibility is very important because we are valued seriously really can carry out the task.

6) Empowerment Sanagat empowerment is important because empowerment is an activity to increase the capacity of employees to carry out their duties, the Office of Education and Culture often conducts these empowerment activities. Regarding interviews with informants interviewed by researchers, it was interesting to conclude that empowerment is very important in improving the quality of individual employees and can achieve the Vision and Mission of the Merauke Regency Education and Culture Office. Basically bureaucracy must always be intense in empowering employees so they can support in carrying out work In addition to the above factors, the researchers found several other factors that support the existing indicators in the mindset relating to women’s participation in the administrative process, including: (a). Education, Education is a measure of gender equality why, because the higher the education level of a person, he is not underestimated by others, women are
able to compete if they have an equal education because the higher the education, the broader the insight one has. (b). Intellectual insight, Intellectual insight is one of the factors that influence gender equality, if the insight of women is more dominant than that of men, it will raise their dignity in the view of men in doing work, intellectual insight is very much needed in carrying out their responsibilities in the bureaucracy. (c). Responsible in carrying out the tasks given by the leadership This factor is very important because women uphold the responsibilities given by the leadership psychologically women are very focused and resilient in doing work and will not delay their work.

Conclusion

Based on the problem formulation and research results, it can be concluded that Women's Participation in the Administration Process in the Education and Culture Office in Merauke Regency has been going well, but it has not been maximized because many women do not yet have adequate self-quality in carrying out and doing work.

Coverage, women can run the administrative process well because there are so many women so that they can run the performance in the administration process well. Equality and Partnership, the partnership of women and men can carry out the work given by the leadership. Transparency, women are very transparent and carry out the administration process by using transparency and communication methods well, so that in carrying out work with men, it can run smoothly and make it easier for officers to carry out the responsibilities given by the leadership. Equality and authority, the leader gives authority not to look at a person's background but to see the ability and performance of the employee if we only look at it from the gender side, it is very objective in giving authority to the employee. Equality of responsibility, the role of women in the administration process is quite good because women are always involved in various jobs, and women do it quickly, responsibility is very important in doing work so that leaders can trust employees, responsibility is very important because we are valued seriously really can carry out the task. Empowerment, bureaucracy must always be intense in empowering employees so they can support in carrying out work.

Several other factors were also found that support the existing indicators in the mindset, including: Education, Intellectual Insight, Responsibility, and equality.
of partnerships - equality of responsibility. Based on the findings in the field and as the end of this discussion, the authors try to provide suggestions that would be beneficial to all parties, especially for the Office of Education and Culture in Merauke Regency, namely: (1). It would be nice for the Office of Education and Culture to describe their vision and mission in the administration room so that visitors can find out the targets of the relevant agencies (2). The Department of Education and Culture should renovate the building to carry out administrative tasks more effectively.(3). It is better if the organizational structure is made to be able to know the name of the employee and his position so that visitors no longer ask the administration room.

BIBLIOGRAPHY


