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## Socialization of Strengthening the Administrative System in Cermin Alam Hamlet, Tebo Regency, Jambi, Indonesia

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### ABSTRACT

The shifting of authority from the central government to regional governments and then extending it to the village level is a challenge but also an opportunity for bureaucrats to serve the community responsively. This condition requires an understanding of ideal and relevant governance in dealing with existing problems. This community service activity is a comprehensive and real effort from the entire academic community to share knowledge and knowledge related to administrative effectiveness and governance. Community service activities are carried out in the form of workshops and discussions about the administrative system in Cermin Alam Hamlet, Tebo Regency, Jambi, Indonesia. This community service activity is quite effective in increasing the knowledge aspect of village officials regarding aspects of village government administration. An increase in the knowledge score from an average of 45.56 to 87.45 shows the effectiveness of community service activities in strengthening the administrative system through workshops and discussions.

### 1. Introduction

Governance is one of the interesting studies in current developments. The shifting of authority from the central government to regional governments and then extending it to the village level is a challenge but also an opportunity for bureaucrats to serve the community responsively. This condition requires an understanding of ideal and relevant governance in dealing with existing problems. As the leading bureaucracy in serving the community, the sub-district is required to be able to provide satisfaction to the community. Administration, in a narrow sense, means the process of correspondence, filing, and bookkeeping, but this paradigm has long been abandoned. Currently, the administration is closely related to the notion of management, namely, two or

more people who are mutually organized in one unit and work together to achieve the goals that have been set. The current development of the government administration system is demanded not only for efficiency and effectiveness but for more synergy, especially from governance. This synergy is an important condition for realizing an ideal government system because government systems starting at the central to regional levels, must cooperate and communicate well with each other so that problems get over quickly. In the current dynamics, there are often differences in perceptions between the bureaucracy at the central to regional government levels.<sup>1-4</sup>

Cermin Alam Hamlet, Tebo Regency, Jambi Indonesia, is one of the hamlet areas in the Tebo

Regency area, which still really needs socialization to strengthen the administrative system, especially in relation to administration and hamlet governance. This hamlet still has a very poor understanding regarding administration and good hamlet governance. Hamlet's governance is still not optimally carried out by utilizing good government management processes. This community service activity is a comprehensive and real effort from the entire academic community to share knowledge and knowledge related to administrative effectiveness and governance.

## 2. Methods

Community service activities are carried out in the form of workshops and discussions. Community service activities are carried out by first carrying out an initial discussion process regarding the understanding of Hamlet officials regarding the administration system and accommodating the aspirations of Hamlet officials about what they want to discuss related to optimizing and strengthening the

administrative system in Cermin Alam Hamlet, Tebo Regency, Jambi, Indonesia. After carrying out the initial assessment process for the condition of the community service subject, the preparation of materials and forms of community service activities is carried out. Community service activities are carried out in the form of workshops, where the community service implementation team will present material on strengthening the administrative system in a simple and effective manner. The activity was continued with a case study given to the subject community service, namely Cermin Alam Hamlet, Tebo Regency, Jambi, Indonesia. The case given is still related to the implementation of the material that has been presented in order to provide a real example of the use of the concept of an administrative system in real work in Hamlet's governance. After discussing the cases, further discussion is carried out regarding the cases that have been given. Community service subjects are asked to present the results of their team discussions. Then the community service implementation team will provide studies and views regarding the case given.

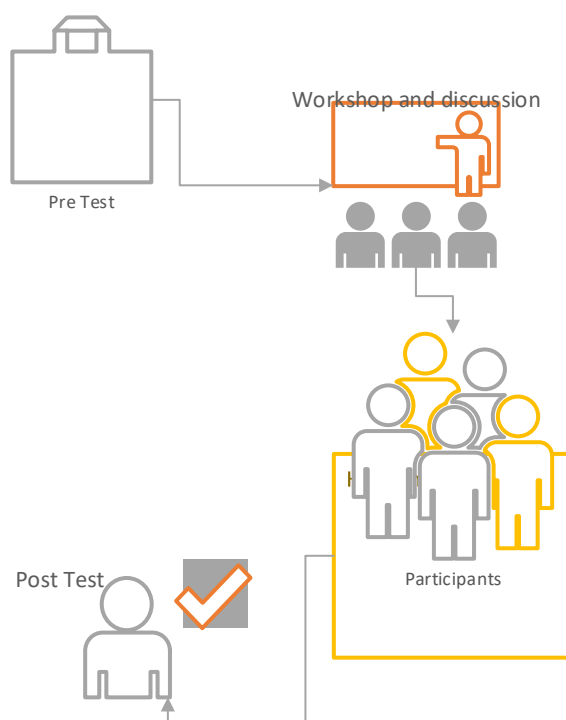


Figure 1. Workflow of administration system strengthening activities.

In the framework of evaluation achievement community service activities, an assessment is carried out to achieve an understanding of the subject of community service. Assessment of the level of knowledge of community service subjects is carried out using a questionnaire that contains questions about the system administrator before the subject gets the workshop activity compared to the understanding of the subject after being given the workshop activity. Data on the level of knowledge of community service subjects are presented in a univariate manner to assess the effectiveness of community service activities.

### **3. Results and Discussion**

Community service activities presented in the form of workshops and discussions present material on the state administration system related to village governance. In this community service activity, it was explained that the state administration system in village government refers to the structures and processes used to regulate and manage administrative affairs in the context of village government. The village government is the lowest government unit at the local level which is responsible for administering public services and development at the village level. In Indonesia, the state administration system in village government is regulated by Law Number 6 of 2014 concerning villages. This law provides a legal basis governing the organization, duties, powers, and obligations of village government, including state administration related to village government.<sup>5-8</sup>

Each village has a village head who is elected by general election or appointment, as well as a village people's representative council. The village head and the village people's representative council are the main pillars of the village administration system. The Village Law regulates the duties and powers given to the village government. This includes administrative services such as population registration, registration of births, deaths, and marriages, as well as the granting of certain permits. The village administration is responsible for planning village development and

compiling the village budget. The planning and budgeting process involves the participation of the village community and the various institutions involved. The village administration carries out programs and activities that have been planned and budgeted for. This includes infrastructure development, health services, education, and others.<sup>9-13</sup>

The state administration system in the village government also includes monitoring and accountability mechanisms. The village head and village people's representative council must ensure transparency, accountability, and compliance with applicable regulations. Village administration requires competent human resources to carry out administrative tasks. This includes village government officials, administrative staff, and volunteer workers who assist in administering village governance. In the village government state administration system, collaboration between the village government, village communities, and related institutions is very important. Community participation in decision-making and program implementation is the underlying principle of village governance in Indonesia.<sup>14-16</sup>

The workshop model is an effective approach to increasing the level of participant knowledge in an educational context. Workshops allow direct interaction between facilitators and participants, as well as between participants and one another. This model creates a collaborative atmosphere where participants can share their knowledge, experiences, and thoughts. Structured group discussions and activities can help broaden participants' understanding. Workshops provide opportunities for participants to practice and develop practical skills. For example, through simulations, role plays, or hands-on exercises, participants can practice the concepts taught in the workshop. This allows them to strengthen their understanding and prepare themselves for real situations. Workshops can dig deeper into certain topics or concepts by providing participants with an in-depth understanding. Complex material can be described in detail and discussed in

small groups or panel discussions. By providing detailed explanations, concrete examples, and relevant case studies, workshops can help participants understand more complex issues. In workshops, participants can face real challenges or simulated situations. For example, they can involve themselves in field studies, direct observation, or problem-solving in groups. With this practical experience, participants can develop a deeper understanding of the concepts being taught and hone relevant practical skills. Workshops can utilize interactive technologies and materials to increase participation and engagement levels. For example, the use of multimedia presentations, videos, interactive games, or digital platforms can make workshops more interesting and enrich participants' learning experiences. Workshops provide opportunities to interact with other participants who have different backgrounds, experiences, and perspectives. This allows participants to broaden their network, exchange information, and learn from collective experience. Discussions and collaborative activities can also spark

an exchange of creative ideas and thoughts. Through an effective workshop model, the potential for education to increase the level of participant knowledge can be better realized. In designing a workshop, it is important to pay attention to learning objectives and appropriate teaching methods and consider the needs and characteristics of the participants to achieve optimal results.<sup>17-20</sup>

The effectiveness of community service activities can be seen in Table 1. Table 1 presents a comparison of the participants' knowledge before being given and after being given community service activities. This community service activity is quite effective in increasing the knowledge aspect of village officials regarding aspects of village government administration. Increasing the knowledge score from an average of 45.56 to 87.45 shows the effectiveness of community service activities to strengthen the administrative system through workshops and discussions.

Table 1. Aspects of pretest and posttest participants.

Aspects of knowledge	Score $\pm$ SD
Pretest	45.56 $\pm$ 3.21
Posttest	87.45 $\pm$ 4.22

#### 4. Conclusion

Community service activities to strengthen the village administration system in Cermin Alam Hamlet, Tebo Regency, Jambi, Indonesia, have been quite effective in increasing the knowledge aspect of the hamlet apparatus regarding the village administration system.

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