

JOB ANALYSIS FORM

Job Title:	Department:	
	Section:	
	Unit:	
Reports to:		
Interviewed: (Name)	Job Title:	Date:
<p>1. <u>Basic Functions and Scope</u></p> <p>Give a brief summary of the main purpose of the job and the prime reason for its existence. State briefly its scope and range of action. Include quantitative data where possible.</p>		
<p>2. <u>Work Performed</u></p> <p>Describe in some detail the duties performed. State specifically <u>what</u> is done and explain <u>why</u> and <u>how</u>. Illustrate with examples where appropriate. State frequency e.g. daily, weekly etc. Listing may be in any logical order most appropriate for the job e.g. by order of importance or sequence of performance.</p>		
		Percentage of Time

3. Work Contacts

Measures the extent to which the post holder requires the ability to gain cooperation, deal with and influence other people using tact, persuasion and judgment. Indicate level, frequency, difficulty and importance of work contacts.

<u>Persons Contacted</u> (Check applicable items)	<u>Frequency</u> Occasional (O) Periodic (P) Frequent (F)	<u>Nature & Purpose of Contact</u>	<u>Means of Contact</u> (Personal, Telephone, etc.)
Immediate Associates	<input type="checkbox"/>		
At own level in other departments	<input type="checkbox"/>		
At next higher level in other departments	<input type="checkbox"/>		
Other (Specify)	<input type="checkbox"/>		
Outside Company (Specify)	<input type="checkbox"/>		

4. Latitude for Actions or Decisions

Indicate the freedom of action or discretion allowed under the policies, procedures and practices controlling the job.

Type of Assignment:

- Works according to detailed instructions
- Works according to standards instructions or readily understood procedures.
- Works according to well-defined procedures, clearly set precedents or craft standards.
- Works according to established procedures and specialized clerical, administrative or technical standards.
- Determines work method from alternative existing methods in accordance with established policies and professional standards.
- Devises work methods according to general directives, policies and specialized professional standards.
- Works under broad assignment guided by policies and overall programs.

Extent of Check and Supervision Received

- Works under immediate and close supervision.
- Work is subject to detailed check at regular intervals.
- Completed work is checked at a subsequent stage in the work cycle.
- Supervisor keeps advised of work progress and spot-checks completed work.
- Completed assignments subject to subsequent review.
- Accomplishments are subject to general review.
- Work accomplishments are subject to general review by top management.

Specify nature of assignments and explain:

Give examples of the type of problems referred upward:

8. Education and Training

Minimum academic, commercial and technical qualifications required for performing the full duties of the job.

a. Academic

- Basic (4 years)
- Elementary (6 years)
- Intermediate (9 years)
- Secondary (12 years)
- B.A./BSc. Degree in
- _____
- _____

b. Formal Technical, Trade or Commercial Training

Type of Qualification (Specify certificate or diploma if required).

Number of years: _____ Full-time

_____ Part-time

9. Experience

Minimum previous experience regarded as essential for a person with the specified educational background to acquire sufficient know-how to perform the full duties of the job. Includes short courses and on-the-job training as applicable.

- a. Field of Experience _____
- b. Type of Job _____
- c. Minimum Period of Related Experience _____ years.
- d. Minimum period of Site Familiarization /on-the-job Training _____ years _____ months.
- e. Essential Short Courses: _____ Length of time _____.
- _____ Length of time _____.

10. Other Requirements

a. Languages

	A	B	C	D	E
Arabic					
English					

- A- Basic job knowledge
- B- Simple spoken and written
- C- Fair spoken and written
- D- Good knowledge
- E- Very good knowledge
- F- High level of proficiency

b. Other

- Typing speed _____ wpm.
- Shorthand speed _____ wpm.
- Driving License (type) _____.

11. Other Observations