

SEMISSUON

JOB ANALYSIS

Seed Enterprises Management Institute
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JOB ANALYSIS

The Concept of Job Analysis

- Knowledge, Skills, Attitudes, Aptitudes, Experience required to perform a job
- The Tasks and Responsibilities carried out in the job
- The Conditions of Performance
 - Physical
 - Socio-cultural
 - Psychological
 - Resources
 - Standards etc etc
- Performance Outputs
 - Qualitative
 - Quantitative
 - Targets/Deadlines
 - Customer Satisfaction etc etc

JOB ANALYSIS PROCESS

- Job Evaluation Committee
- Concept and process formulation
- Establishment of Committee Terms of Reference/Tasks
- Developing Instruments and Schedule of tasks
- Formulating methods
- Functional Analysis
- Job(s) Definition/Clustering
- Job Analysis Process
 - Data collection
 - Data Analysis and Interpretation
 - Findings and/or results
 - Reporting
- Use/Utilization of results

JOB ANALYSIS METHODS

1. Observation
2. Interviews (structured and unstructured)
3. Structure and unstructured questionnaires
4. Focus group discussions with operatives
5. Technical conference with job holders
6. Daily diaries and logs
7. Checklists and/or inventory of skills
8. Critical incident methods

JOB ANALYSIS RESULTS

- Job Descriptions
 - Title/Designation
 - Location
 - Reporting to
 - Supervised by
 - Liaison(s) with
 - Purpose
 - Tasks
 - Responsibilities
 - Conditions of Performance
- Job Specifications
 - Education
 - Training – Technical/Professional
 - Experience (if any)
 - Aptitudes (if any)
 - Special Qualities eg. Language, skills, gender, age

USES OF JOB ANALYSIS RESULTS

1. Writing job descriptions
2. Determining job specifications
3. Target setting/determining job outputs
4. Recruitment and selection of personnel
5. Job re-designs/re-engineering
6. Job evaluation, grading and compensation
7. Supervision of performance
8. Performance appraisal –instruments, process and interpretation of results
9. Determining Training Needs