DEVELOPMENT AND USE OF JOB DESCRIPTIONS IN THE PUBLIC SERVICES

The Commission has observed, with concern, that many public service organizations/agencies do not have job descriptions for their approved staffing positions. In a number of cases where such job descriptions existed, the provisions therein have either not been adhered to, or brought to the attention of the officers concerned, or the tasks and responsibilities assigned to them do not conform to those specified in the document. Consequently, many officers tend to perform duties based on daily or periodic instructions issued by their superior officers.

2. Job descriptions are essentially, written statements that describe, among other things, the duties, responsibilities, skills, outcomes and environment required for a job position. They are used for several purposes, including advertising for recruitment/selection, determination of compensation, performance review/analysis and training. A well-written and widely-circulated job description, therefore, serves as an effective communication tool that enables an officer know, for example, where his job fits within the organization, and the yardstick upon which his performance may be effectively evaluated.

3. Given the importance of job descriptions as an essential part of an organizational manual, the Commission expects all public service organizations/agencies to develop and use them for the management of their human resources. The Commission therefore urges all organizations and agencies to take immediate steps to develop them and furnish it with copies by 31st December, 2010. The attached format may be used as a guide in preparing the document.

4. The Commission is prepared to assist any organization/agency that would require its services in preparing its job description manual.

5. All public service agencies are to take note of the foregoing for compliance.
JOB DESCRIPTION

Job Title:

Grade:

Immediate Supervisor:

Immediate Subordinates:

Objective of Position:

Main Tasks:  1.  
                     2.  
                     3.  
                     4.  
                     5.  

Scope of Job (Interaction Line):

Qualifications:

Skills and Competencies: