

Job Descriptions



OVERALL OBJECTIVE

The **Job Descriptions** Module aims to equip participants with the ability to create job descriptions and work profiles that will remain relevant in the future work environment because they assist recruitment efforts, integration, ensure ownership of work, clarify roles, responsibilities and expectations, and can be used to measure the progress made. Construct your own flexible, dynamic, performance based work document.

OUTCOMES

The participants will be able to:

- Design a master job description format for the organization
- Apply job descriptions to performance management, recruitment, development, and succession planning
- Ensure relevancy of job descriptions to the current and future work environment
- Create job descriptions for specific jobs in the organization
- Facilitate others creating job descriptions
- Edit job descriptions

CONTENT

Why Have Job Descriptions?

- What can job descriptions be used for?
- What are the benefits of having job descriptions?
- What are the legal compliance issues?
- How to ensure the application of job descriptions in the organization?

A Master Format

- What are the components needed in every job description?
- Learn how to create a master format that is suitable for the organization

Ensure Alignment

- Understand strategic alignment
- Align strategy to individual performance
- Ensure a job description is aligned to the job's, work area's, and organization's goals

Create a Job Description

- Learn the steps to create a job description
- Practice creating a job description
- Establish a process to help others create job descriptions

Edit and Manage a Job Description

- Go through the prompts to edit a job description
- Determine the roles in, and ownership of, each job description
- Establish a process to dynamically manage job descriptions in the organization