

Job specification



A skilled worker, regardless of the job description,
remains a treasure

Definition

- While job description describes activities to be done , The job Specification list the Knowledge Skill and abilities (KSA) of individual to perform job Satisfactorily
- DESCRIBES:
 - Knowledge
 - Skills
 - Education
 - Experience and
 - AbilitiesEssential to performing a particular job



Contents Of Job Specification Statement

- **Required Education**

Required level of education for each post that an incumbent is supposed to hold is listed in job specification statement. It also helps to determine the level or category of job in terms of rank.

- **Health And Physical Fitness**

Physical fitness and health is a crucial aspect of good performance. Hence, body structure, physical ability and other aspects of health and fitness is a must in order to perform well in the organization.

- **Appearance**

Appearance refers to an outlook of an employee, which must be attractive and good looking. The cleanliness and neatness of an individual shows his/her appearance. Hence, job specification statement defines the employee's appearance.

Contents Of Job Specification Statement cont. ...

- **Mental And Other Abilities**

The employee must be mentally fit to perform the desired task. If not, the problems may arise at the work floor. Mental fitness is associated with the ability of decision making, managing emotions and sorrows, dealing with different kinds of people etc.

- **Experience**

Under it, the required level of experience in doing a particular task is explained, if necessary. An experienced employee will be preferable in comparison to the fresh candidate.

JOB SPECIFICATION SAMPLE

MARKETING MANAGER.

Description

The marketing manager is responsible for the overall management of the marketing department.

Experience

- 10 years
- Supervising a staff

Education

- Bachelors Degree in Marketing or a related field required.
- Masters in Business or Marketing preferred

JOB SPECIFICATION SAMPLE cont.

Skills required for this Job

Communicator
Teamwork skill
Expert in Internet
Holding conversations
Written communication
Experience in the global marketplace

- **Knowledge and Characteristics:**

Managing launch campaigns
Managing distribution channels
Researching and evaluating new product opportunities
Overall marketing strategy and execution of plans for the existing products



ADVANTAGES OF JOBSPECIFICATION

TO MANAGEMENT

- It helps in selecting right candidate for the right job.
- It helps the employees in adjusting to different working standards
- It adds to job satisfaction which helps in reducing employee turnover
- It helps in reducing Manpower cost like:-“Recruitment Training” etc.

TO EMPLOYEE

- It simply states what the employee must be able to do in order to perform their job.
- Job descriptions can ease employees anxiety by specifying responsibilities, requirements, and peculiarities of their jobs.
- It provides job security

JOB ANALYSIS

JOB DESCRIPTION **(Job oriented)**

- Job Summary
- Machine tools & equipment's used
- Materials used
- Responsibilities
- Conditions of work
- location of work
- Hazards

JOB SPECIFICATION **(Employee oriented)**

- Education
- Experience
- Training
- Judgment
- Initiative effort
- Physical Skills
- Communication Skills
- Emotional Characteristics

CONCLUSION

- While job description describes activities to be done , The job Specification list the Knowledge Skill and abilities (KSA) of individual to perform job Satisfactorily
- Without proper job analysis by the human resources department, it is difficult for any organization to remain competitive and be able to attract and retain talent.

