

Model template for Job Description

A job description sets out the main responsibilities of a job along with the skills, capabilities and attributes needed to do the job well. Job descriptions clarify work functions and reporting relationships, helping employees understand their jobs. Job descriptions aid in maintaining a consistent salary structure. Performance evaluations may be based on job descriptions. They are generally more comprehensive than a schedule of duties or a grade description in the Scheme of Service.

The content of job descriptions

The content of job descriptions should identify and describe:

- Core objectives and success measures;
- Intellectual, analytical and mental functions;
- Relations with others (stakeholders, staff, politicians, seniors);
- Responsibilities (people, money, results);
- Accountabilities.

Model job descriptions

Below are two sample job descriptions. The Budget Director job description is very comprehensive. A simpler version may be preferred in many situations. The second example below, for a Learning Facilitator, illustrates a simpler style but still contains much of the critical information

Sample Job Description 1: Learning Facilitator

1. Job Title: Learning Facilitator

Department/Unit/Section: Training Unit, Department of Administration Immediate

Manager: Chief Training Officer

2. Organisation Structure

See attached Organisational Chart

P S Administration Chief Training Officer

3. Key Job Purpose:

To develop and deliver appropriate training and learning activities to ensure that public servants have the appropriate competences to achieve the objectives of Government, and to develop their careers and facilitate succession planning.

4. Main Responsibilities

	Time spent: %
Carry out training needs analysis directly or through Human Resources Management and Development Focal Points to establish ongoing training and development needs.	10%
Plan, cost, and gain approval for annual and special training programmes designed to meet the training needs, incorporating specialist professional and technical training activities as well as generic administrative and managerial training.	10%
Directly design a small number of generic administrative and managerial training activities, develop and test training materials, and carry out training.	5%
Maintain contact with trainees, providing initial guidance and selecting trainees for suitable training activities, providing support during training, and following up trainees' progress after training.	15%
Carry out formal and informal evaluations of training activities, to assess value for money (in terms of overall cost and effectiveness of the training), as well as assessing the impact of training on the performance of individual trainees, and increased contribution to the activities of Ministries and Departments.	10%
Administer the career development and succession planning system, conducting personal development planning interviews; supporting other managers who are required to conduct these interviews, and ensuring that individuals' personal development plan records are maintained.	30%
Manage the activities of contracted trainers, developing specifications and terms of reference, identifying suitable contractors, monitoring training activities, and taking action, where necessary, to safeguard training quality standards.	10%
Establish and coordinate the activities of a pool of trained Government of Montserrat occasional trainers to undertake in-service training activities.	10%
	100%

5. Key Job Criteria

<p><u>1. Supervisory and Managerial Responsibility</u></p> <ul style="list-style-type: none"> • Appointment and supervision of training contractors • Support and coordination of the Government of Montserrat Occasional Trainers group • Mentoring and advising staff members on how best to meet their personal and career development needs. • Support and oversight of managers operating the personal development and succession planning system. • Managing individual training events. • Conducting training needs analysis and formulation of training programmes • Monitoring and evaluation of training activities
<p><u>2. Decisions Made</u></p> <ul style="list-style-type: none"> • Prioritizing training needs and allocating a limited budget to achieve the most important.

- Determining the appropriate approach to meet the prioritised needs (for example, in-service training versus external training, in-house delivery versus contracted delivery, etc.)
- Deciding on the training programme and timetable.
- Selecting trainers and training courses according to the needs.
- Evaluating and awarding contracts.
- Evaluating training activities and deciding whether and what action is necessary to maintain quality.
- Deciding what materials are needed for training.
- Determine appropriate courses of action in advising staff members about personal and career development.

3. Work Complexity

Research is required, to understand Government training needs, and options which are available for resourcing training.

Constantly updating expert knowledge is necessary, to ensure familiarity with international best practice, and new thinking in the field of training and development.

Liaison with Government Managers is an important part of the Learning Facilitator's role, to ensure that the personal development and succession planning system operates effectively; to balance training requests with available resources, and to operate the pool of occasional trainers effectively.

Flexible responses will be necessary to meet unexpected demands.

4. Knowledge and Experience

- A Bachelor of Arts or Bachelor of Education Degree
(A significant human resource management element in the curriculum would be preferred.)

- A formal or informal qualification in training and development would be an asset.
- At least five years' experience at managerial level, and at least two years direct experience in training and development or human resource management.

Signature & Date

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Employee

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HR Manager/Supervisor

Example of Job Description

Job Title:	Chief Administration Officer	Department:	Administration
Name of Holder: TBD			
Responsible/ Reporting To:	Director of Administration MEPB	Grade level	14
Key Relationships: Director of Admin, Asst. Director, Asst Chief Administration Officer and principal Admin Officer			
Job Purpose: He is under the supervision of the Director he is responsible for a particular section and units of the Department and assist in the general management of the Department			
<p>Specific Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Taking charge of a Section • Taking charge of specific subject/subjects • Coordinating the activities of a number of units • Assisting in the formulation, execution and review of policies • Advising on general Administrative matters • Under the supervision of the Director is responsible for senior staff appraisal, promotion, and discipline. • Coordinates the recruitment, deployment and training of junior officers(levels 01-04) • Supervises the registry • In charge of stores and transport • Oversees the activities of the Dept. Librarian • Liaises with the accounts in the preparation of Recurrent Estimates of the Ministry • Performs any other function as may be assigned to him/her by the Director 			
Key Result Areas/ Key Performance Indicators (KPIs):			
<ul style="list-style-type: none"> • The number of staff trained • The number of junior staff recruited • The number of staff appraised and promoted • The quality of books in the library • The number and quality of circulars and memos issued 			
Qualifications/ Work Experience/ Competences			
Minimum Academic Qualifications Desired:	A good first degree in Social Sciences (Management) and Arts. He/she must be a member of ASCON		
Minimum Work Experience & Knowledge Required:	Promotion after at least four years as an Asst Chief Admin Officer		
Essential Attributes or Competences Required:	<ul style="list-style-type: none"> • Good interpersonal competencies • Administrative skills • Strategic Planning skills • Listening skills • Analytical skills • Attention to details. • Leadership skills • Integrity • basic computer skills 		
Signature of Job Holder:	Date:		
Permanent Secretary:			

Example of Skills Requirements for developing Job Descriptions

1.	Data/Information gathering skills	2.	Data collation/analysis skills
3.	Analytical skills	4.	Documentation/ Record keeping skills
5.	Memo drafting skills	6.	ICT skills
7.	Oral and written communication skills	8.	Supervisory skills
9.	Official minutes drafting skills	10.	Coordination skills
11.	Planning skills	12.	Decision making skills
13.	Monitoring and Control skills	14.	Negotiation/bargaining skills
15.	Interviewing skills	16.	Numerical skills
17.	Problem solving skills	18.	Electronic data processing skills
19.	Leadership skills	20.	Organizing skills
21.	Relationship building skills	22.	Team building skills
23.	Crisis management skills	24.	Mediation skills
25.	Counseling, Coaching and Mentoring skills	26.	Speech writing skills
27.	Oratorical skills	28.	Speech presentation skills
29.	Creative thinking skills	30.	Book keeping skills
31.	Budget preparation/control skills	32.	Meeting/Committee chairing skills
33.	Research skills	34.	Time management skills
35.	Electronic record keeping skills	36.	Project management skills