

Appendix D

**Management and Functional Reviews Governance Reform Secretariat
/Public Administration International 2005- 2008**

JOB ANALYSIS QUESTIONNAIRE

Please complete this questionnaire to give a clear description of your role and duties as agreed by your supervisor and reflected in your daily activities. This will assist the review team in their interviews

1. ORGANISATIONAL DETAILS

Department/Division/Section:

Job Title:

Direct Supervisor:

2. YOUR POSITION IN THE ORGANISATION

Draw a simple chart indicating clearly where your position fits in the organization.

3. JOB PURPOSE

Describe briefly (one or two sentences) the overall purpose of your job.

To

To

To

4. MAIN DUTIES

List your main duties in order of importance, and estimate the percentage of time spent on each of these duties (The percentages should total 100%)

DUTY in order of importance	PERCENTAGE OF TIME
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

5. DECISION MAKING

Show the nature of your contribution to Decision-Making at a higher level. Give examples.

I contribute to -----

I advise the

I make decisions on

6. STATE THE TYPE OF KNOWLEDGE,SKILLS AND EXPERIENCE REQUIRED TO DO THIS JOB

Basic Qualification Required.....

Experience needed

Please complete the table as fully as you can to indicate what skills are needed so training requirements can be assessed. Add any that are not listed which are relevant

Skill/Attribute	Not Required N	Required Level of Competence to do the job effectively			Your own level of competence What level are you
		Basic B	Inter-mediate I	Advanced A	
Statistical					
Analytical					
Computers and IT Skills					
Use of IT software					
Word/Excel/Powerpoint/Email					
Drafting Skills (English)					
Communications (written)					
“ (spoken)					
Interviewing					
Negotiating/Mediating					
Presentations					
Managing Staff					
Motivating Others					
Self motivation					
Leadership					
Organise own work					
Plan and organise the work of others					
Planning projects programmes					
Team working					
Resource management					
Objective Judgment					
Strategic thinking					
Response to change					
Innovation and Creativity					
Training Skills					
Insert any others you think appropriate					

7. CONTACTS and REPRESENTATION

Who are the main people you have contact with in your job give their level and the type of contact. (E.g. internal, external public, exchange of information, negotiation, representation of your department etc.) and the frequency (e.g. daily, weekly, monthly, annually). Give examples.

PERSONS OR TYPES OF ORGANISATION CONTACTED	REASON (type of contact)	FREQUENCY (daily, weekly, monthly, annually)

8. RESOURCES

What resources are you responsible for?

Type	Number / Quantity/ Amount	Grade or Position	Comments
Staff Direct			
Staff Indirect			
Budget			
Other (Specify) E,g Transport Computers, Equipment			

JOB HOLDERS NAME:

SIGNED:

Thank you for your assistance. If there is anything further you wish to draw to the Review Teams attention, add a comment on the back page. Please return the form to

9. ADDITIONAL INFORMATION

