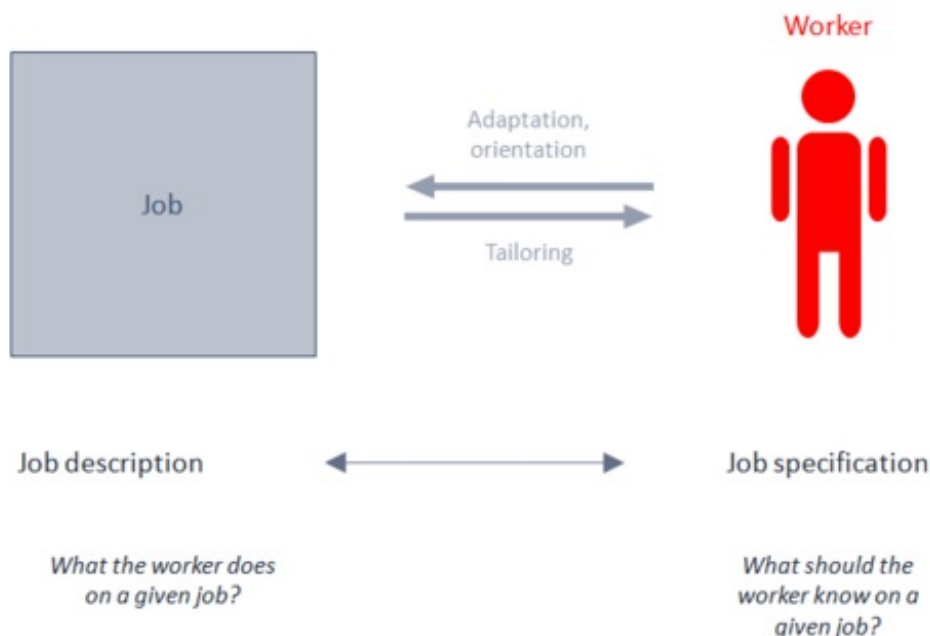




Job Description

Job description is one of the key activities in a field of human resources management and it usually includes the definition of the following attributes of the job:

- » Name of job
- » Purpose of job
- » Description of the competencies - main activities, tasks
- » Inclusion in the organizational structure, including hierarchical relationships
- » List of work equipments, technologies and technical equipment, which the worker must handle
- » Expertise (technical competence) that the worker must handle
- » Working conditions (place of the job, physical, technical, organizational conditions, safety)
- » Description of management competencies - authorities and responsibilities on given job
- » Definition of the responsibilities for resources:
 - » Human resources
 - » Financial resources
 - » Material resources
 - » Time
 - » Technology
 - » Energy
 - » Nonmaterial resources (information, knowledge)
- » Key terms:
 - » Competency Model



Related terms and methods:

- » Authority
- » Formal organizational structure
- » Job
- » Job Analysis
- » Job specification

- › Organizing
- › Responsibility

Related management field:

- › Human Resources Management