



Assignment : Job Analysis

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BBA 4th semester

Human resource management

COMPANY ONE

Job analysis of Faysal Bank

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title of Job: | | | Branch Service Officer | | | | | | |
| Reporting to: | | | branch manager | | | | | Job Status | | | OPEN | | | |
| Description: | | | * Machines to be used ; basic computer, cash counting machine, sorting machine, binding machine * Job duties ; from financial work and non financial work to customer satisfaction | | | | | | | | | |
| Pay grade | | | Level 2 step 1(40,000 RS- 45,000 RS) | | | | | | | | | |
| Work Hours per week: 49 | | | | | | | Work Timings: from 9 AM to 4 PM | | | | | |
| Training: | | | | | | | 1 month training for beginners of bank systems | | | | | |
| Emotional characteristics : | | | | | | | be calm in every situations | | | | | |
| **Roles and Responsibilities** | | | | | **Level of Responsibility** | | | | | | | |  |
| 1 | | overseeing transactions | | | Very High | | | | | | | |  |
| 2 | | opening and closing accounts | | | Very High | | | | | | | |  |
| 3 | | Processing deposits, payments, and withdrawals | | | Very High | | | | | | | |  |
| 4 | | Attendance | | | high | | | | | | | |  |
| Skills, Competencies and Knowledge Required for the Position | | | | | | | | | | | | |
| **S.no** | **Critical** | | |
| 1 | Communication | | |
| 2 | Fast accurate typing skills | | |
| 3 | Teamwork | | |
| 4 | cash counting skills | | |
| Experience | | |  | | | | | | | | |
| **Education** | | | **Degree Required** | | | **Minimum Grades** | | |
| 16 years of educations | | |  | | |  | | |
| Basic Education | | | School and FSC | | | 600+ marks | | |
| Graduate Degree | | | BS owners | | | 3 GPA + | | |
| From 8 to 12 months of internship | | |  | | |  | | |

COMPANY TWO

Job analysis of DynamIT Solutions Company

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title of Job: | | | software engineer | | | | | | | |
| Reporting to: | | | CEO | | | | | | Job Status | | | OPEN | | | |
| Description: | | | * web development and app development * Machines to be used ; Computers * Work can be done from home in case of situations like corona virus * Job duties ; to design and create apps according to customer demands under supervision of CEO | | | | | | | | | | |
| Pay grade | | | Level 2 step 1 (34,000 RS-60,000 RS) | | | | | | | | | | |
| Work Hours per week: 70 | | | | | | | Work Timings: from 8 AM to 6 PM | | | | | | |
| **Roles and Responsibilities** | | | | | **Level of Responsibility** | | | | | | | | |  |
| 1 | | Monitoring system performance. | | | High | | | | | | | | |  |
| 2 | | Developing and executing project plans. | | | High | | | | | | | | |  |
| 3 | | Creating innovative solutions to meet our company’s technical needs. | | | High | | | | | | | | |  |
| 4 | | Attendance | | | Very high | | | | | | | | |  |
| Skills, Competencies and Knowledge Required for the Position | | | | | | | | | | | | | |
| **S.no** | **Critical** | | | **Desirable** | | | |
| 1 | Computer Skills | | | Communication | | | |
| 2 | Computer-Languages like C++, Java script and python | | | Teamwork | | | |
| 3 | Multitasking | | | Written Communication | | | |
| 4 | strong analytical and problem-solving | | | Creativity | | | |
| Experience | | |  | | | | | | | | | |
| **Education** | | | **Degree Required** | | | **Minimum Grades** | | | |
| Basic Education | | | School and FSC | | | 600+ marks | | | |
| Graduate Degree | | | University degree of computer science and BScs . | | | 3 GPA + | | | |

JOB ANALYSIS Template