

 

Assignment : Job Analysis

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BBA 4th semester

Human resource management

 COMPANY ONE

 Job analysis of Faysal Bank

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| --- | --- |
| 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

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| --- | --- |
| 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