**JOB ANALYSIS QUESTIONNAIRE استمارة تحليل وظيفي**

1. ***Job Identification:*  التعريف الوظيفي**

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preparation date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. ***The Purpose of the Job:* ملخص عام للوظيفة**

Write in short (one paragraph) on the general nature of the job and its major functions/activities.

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1. ***Relationships:*  العلاقات الوظيفية**

Reports to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervises: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Works with (on premises): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outside the company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. ***Tasks, Duties and Responsibilities:***
2. List the tasks he/she performs in order of importance and the % of time for each.

**المهام والمسؤوليات الرئيسية للوظيفة**

|  |  |  |
| --- | --- | --- |
| **Serial** | **Tasks Performed** | **% of time** |
| **TASK # 1** |  |  |
| **TASK # 2** |  |  |
| **TASK # 3** |  |  |
| **TASK # 4** |  |  |
| **TASK # 5** |  |  |
| **TASK # 6** |  |  |
| **Total** | | **100%** |

1. List the actions / activities carried out to accomplish each task.

**المهام والمسؤوليات التفصيلية للوظيفة**

Actions done in task #1

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Actions done in task #2

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Actions done in task #3

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Actions done in task #4

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Actions done in task #5

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Actions done in task #6

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1. ***Authorities:* الصلاحيات الأساسية للقيام بمهام الوظيفة**
2. Decision Making (Limited and Unlimited):

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1. Supervision (Direct and Indirect):

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1. Budgetary Limitations:

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1. ***Working Conditions* طبيعة العمل**
2. Schedule (i.e. working days and working hours)

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1. Location ( i.e. indoors or outdoors )

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1. Hazards subjected to

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1. Work aids: (i.e. tools, equipment or machines he/she uses to accomplish his/her work)

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1. ***Standards of Performance:* معايير قياس الأداء الهامة للقيام بمهام الوظيفة**

List the major KPIs for each of the previously mentioned tasks

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| **Serial** | **Key Performance Indicators (KPIs)** |
| **TASK # 1** | **1.**  **2.**  **3.** |
| **TASK # 2** | **1.**  **2.**  **3.** |
| **TASK # 3** | **1.**  **2.**  **3.** |
| **TASK # 4** | **1.**  **2.**  **3.** |
| **TASK # 5** | **1.**  **2.**  **3.** |
| **TASK # 6** | **1.**  **2.**  **3.** |

1. ***Human Requirements to fill this job:***
2. **Knowledge: متطلبات أساسية للقيام بمهام الوظيفة**
3. Education (Must)

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1. Training Courses (Plus or Must)

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1. Minimum Years of Experience

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1. **Skills (acquired) مهارات أساسية للقيام بمهام الوظيفة**

i. Computer Skills (mention the level)

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ii. Language Skills (mention the level)

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1. **Abilities(talents)** **امكانيات / قدرات أساسية للقيام بمهام الوظيفة**

i. Mental abilities (mention the level)

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ii. Physical abilities (mention the level)

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iii. Numerical abilities (mention the level)

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| **Levels**  **Competencies** | **1** | **2** | **3** | **4** | **5** |
| **I. Core Competencies** | | | | | |
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| **II. Leadership Competencies** | | | | | |
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| **III. Technical Competencies** | | | | | |
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| **Date** | Direct Supervisor: **توقيع المشرف المباشر** |
| **Date** | Department Head: **توقيع مدير الإدارة** |
| **Date** | HR Manager: **توقيع مدير الموارد البشرية** |