

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

SUBJECT: Preparation of Job Descriptions and Job Specifications.

DATE: 22nd June, 1976.

Ministries/Departments are reminded that before an approach is made to the Secretary, Public Service Commission to advertise and fill any vacancy, the proposed job description and job specification for the position must be prepared by the Ministry/Department concerned and submitted to this Ministry for its approval. Where the job description and job specification had already been approved but it is subsequently necessary, before advertising, to seek amendments to the existing ones, the reasons for the proposed variations in the duties and/or qualification requirements must always be given.

2. For advertisement purposes, job descriptions for positions relate to the Summary of the Job Description section of the Job Analysis Schedule, a completed specimen of which is attached as Annexure I. Job Specifications, in this context, relate to the Essential Qualifications of the Job Specification section of the Job Analysis Schedule (1(a), (b) and (c) under Sub-Heading Education/Experience/Skills in Annexure I, refer).
3. In preparing job specifications for vacancy notices, Ministries/departments must ensure that those specifications represent the minimum level of academic, vocational or equivalent formal training and/or the relevant experience (explicitly stated) necessary for appointment to the respective positions; and that any alternative qualification requirements that are included, are roughly equivalent combinations of such education, training and experience. The proposed specifications must also bear favourable comparison with those already approved for comparable jobs that are similarly classified. They must also bear a proper relationship with higher and lower positions in the same class series, if such positions belong to a class series. The positions of Clerk I, Clerk II, Clerk III, for example, constitute a class series.
4. The detailed and comprehensive Job Analysis Schedule (see Annexure I) needs only be submitted to this Ministry in the following cases:-
 - (i) when the creation of a new position (i.e. one not previously included in the Classification Plan) is sought;
 - (ii) as the basis for the evaluation of any position, whether the position, falls into category (i) above, or it is a question of the re-evaluation of the position consequent on the restructuring of the job.
5. Such job analysis schedules must be prepared in accordance with the standard format (as in Annexure I). In this regard, this Ministry has compiled a "Job Description and Job Specification Preparation Guide" to serve as an aid to the proper preparation of job analysis schedules and it will be shortly circulated to all Ministries/Departments for use.
6. I should be grateful if the above requirements are brought to the attention of the appropriate officers in your Ministry/Department, particularly those working in your Personnel Division/Section, for strict observance in the future.

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C. E. Douglas,
Permanent Secretary.