

# Human Resource Management (MGT501)

## Assignment 01

**Marks: 10**

**Due Date: December 18, 2020**

Job analysis is the systematic process of collecting information to determine the duties and requirements of a job. The effectiveness of primary HR functions like recruitment and selection, compensation, training and development, etc. can be significantly improved based on job analysis output. You are required to go through the concept of job analysis and prepare a job description and job specification for the given scenario.

### **Scenario 1: (Marks 5) Word limit 200 words**

#### **Job Title: Security Officers**

A multinational company requires the services of security officers in various regions. Following are the key job responsibilities.

- Responsible for ensuring the company's employees and related property.
- Responsible for planning and administrating the security policy.
- Responsible for implementation of security policies in its jurisdiction.
- Create a strong liaison with law enforcement agencies.
- Training of lower staff.
- Responsible for anticipation and investigation of all security issues and report preparation.

**Keeping in view the above job responsibilities, write down the job specification for the post of Security Officer.**

### **Scenario 2: (Marks 5) Word limit 200 words**

#### **Job Title: Manager Sales & Customer Care**

A food and beverages company requires the services of manager sales and customer care with the following job specifications.

- Must have a relevant degree i.e., Masters in Food Technology & MBA with specialization in marketing or any other relevant degree.
- Minimum 5 years of managerial experience in the same sector.
- Must have excellent communication skills, possess the ability to meet the targets, self-motivated, and dynamic.

**You are required to design the job description for the post of manager sales and customer care in a food and beverages company.**

## **IMPORTANT INSTRUCTIONS:**

**The copied assignment will be straight away marked as zero so earn these marks by putting in your effort.**

## **DEADLINE:**

- Make sure to upload the solution file before the due date on VULMS
- Any submission made via email after the due date will not be accepted.

## **FORMATTING GUIDELINES:**

- Use the font style “Times New Roman” or “Arial” and font size “12”.
- It is advised to compose your document in MS-Word format.
- Use black and blue font colors only.

## **RULES FOR MARKING**

Please note that your assignment will not be graded or graded as Zero (0), if:

- Word limit is not followed
- **It is cheated or copied from other students, the internet, books, journals, etc.**
- It is submitted after the due date.
- The file you uploaded does not open or is corrupt.
- It is in any format other than MS-Word or Open Office; e.g. Excel, PowerPoint, PDF, etc.

***Best of luck.***