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**The Job Analysis and Job Design is the most important component to develop a competitive advantage and implement strategy in an organization?**

*“HR is like a lung in a body. Without a lung, one’s cannot breathe. It the same with an organization. HR is like a lung for an organization, place where the air been carried and filtered before the quality filtered clean air brings the oxygen to the heart to makes the body functions.”*

### **Referral to previous assignments**

In the previous two assignments, is discussed the functions SHRM & HRM and their roles in creating and reaching companies competitive advantage, their correlation to each other and interconnections with influencers, parameters, and responsibilities. This actual assignment, I will parse and discuss relevance topics regarding job design and job analysis for an organization, with a clearly ‘yes’ as an answer to the main question asked.

### **Job Analysis and Job Design**

**Job Analysis** is the process of describing and recording aspects of jobs and specifying the skills and other requirements necessary to perform the job. It is the process used to collect information about the duties, responsibilities, necessary skills, outcomes, and work environment of a particular job. *Much data as possible is needed to put together a job description, which is the frequent outcome of the job analysis.*

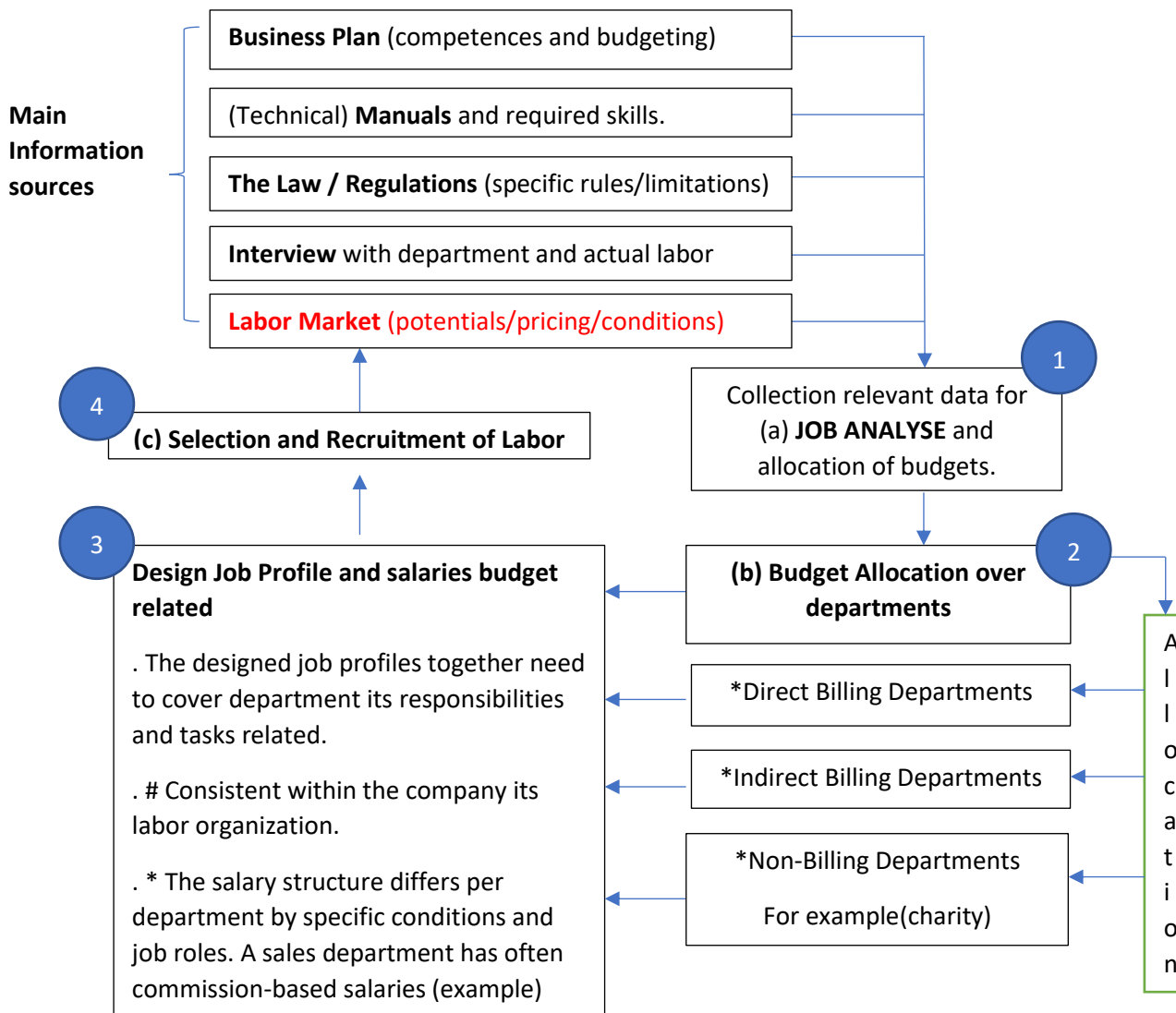
### **The entire process Analysis, Describing and Recruiting at brief level**

Attached drawing illustrate the process from (1) collecting and analysing information from main sources, (2) into allocating budgets to companies’ departments, (3) rational spending department its budget over various job roles together carrying out departments its responsibilities including its required net present value contribution (4) into recruitment and selection of labour at the labour market.

This routine should be recurrent with interval of 2 years to keep the entire organization on par with actual developments in very dynamic market circumstances and influences by technology updates and modern thoughts.

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**THE ENTIRE PROCESS AT BRIEF LEVEL ILLUSTRATED.**



**# Salary structure includes at minimum.**

1. Basic conditions applies to all departments and all (fixed) labor
2. Specific conditions for different Departments and different job roles
3. Commission/profit-based salary components
4. Extra benefits in addition to 1 and 2
5. Disclosures/Disclaimers (example) forced exit of labor formulas under unfortunate circumstances.

**(a) Uses of Job Analyzes**

1. (b) HR (budget) planning
2. (c) Recruitment and selection
3. Placement and orientation
4. Training and external education
5. Counseling
6. Employee safety
7. Performance appraisal
8. Job redesign
9. Job Evaluation

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### **The Job Analysis and Job Design is the most important component to develop a competitive advantage and implement strategy in an organization?**

Indefinitely yes! Its in fact not the most important component, **it is the entire 'thing'** that generate value to all its stakeholders, including equity management, labour, the customer, and the recruiter.

**Equity management** is best served by well structured departments where labour is focussed to carry out clear tasks under objective and shared budget policies and responsibilities to benefit companies its net present value.

**Labour** is best served when the job goes next to fair payment, with space and tools for ongoing (self) developing with ambition to grow in person and to step successfully on the career ladder.

**The customer** is best served by to the services related focussed employee without being confronted with confused and frustrated labour.

**The recruiter** is best served by a good set of trustful information, backed on facts and, of presenting a dynamic but not chaotic, a disciplined but not robotized, a target driven but with eyes for humanity type of organization, to be successful in the hunt for the best and affordable candidate.

With all their differences in positions and shares, not one stakeholder in the list is interested in conflicts, time wasting discussions, accidents, or illness. All function best under disciplined and well structured based and led departments. Departments being able to anticipate and to tackle problems before the problem hit the working environment.

A good analysis is an excellent mix of interests and tackles fears of all its stakeholders as listed. It makes **THE** positive difference to struggling in emotions/frustrations organization and a well to the target driven organization which is based on reality of the facts of today and anticipating the uncertainties of tomorrow.

Without a good analysis and without a good communication, any thoughts of a sustainable future of the company are just a 'dream'. Sustainable grows goes along with constant analysing, anticipating on insecurities of the future and is well mixing the interests of all stakeholders involved into a shared ambition.

It is all about being advanced in job analysis and communication 'the job' (job design) as the basic for competitive advantage and implementing strategies.

I hope this contribution is useful.

Nornatasha Ahmad