

My No: AR/2/1/4  
Ministry of Public Administration,  
Home Affairs & Plantation Industries  
Independence Square  
Colombo 07.

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To: All Secretaries of Ministries and  
Heads of Department

**Preparation of Job Description**

Your attention is drawn to the Administrative Reforms Circular No. 2 issued by the Secretary to the President and the Public Administration Circulars No. 7/98, 8/98 and 8/98 (II) on performance appraisal of Public Officers.

02. You are hereby advised to prepare **Job Description** systematically stating the scope of duties and main areas of responsibility in detail in respect of all Staff Grade Posts in the organizational structure of your Ministry/Department. I would also like to emphasize the need to prepare Job Descriptions along with the signing of Performance Plans for 1999, so that it could be made a more meaningful exercise.

03. Guidelines regarding preparation of Job Description is also annexes.

**Sgd. P.A. Senaratne**  
Secretary  
Ministry of Public Administration,  
Home Affairs & Plantation Industries.

**Guidelines For Preparation of Job Description**

1. A Job Description is a formal record which describes a job giving information such as,
  - a) the purpose of the job?
  - b) its position in the organizational structure?
  - c) the major areas of responsibility and main functions of the job?
  - d) the context within which the job holder functions; if there are any"
2. Elements that are recommended to be included in the format in preparing a Job Description are given below:
  - name of ministry/department/institution
  - division/ unit
  - job title
  - job summary (a very brief introduction of the job in one sentence)
  - major areas of responsibility (only the responsibilities, not the activities)
  - major tasks to be performed (specific activities relevant to the job)
  - to whom is the job holder responsible? (the designation of the officer to whom the job holder is responsible)
  - officers responsible to the job holder (officer grades responsible to the job holder)
  - responsibility for resources (physical and other resources in job holder's charge)
  - performance standards (pre-determined levels of standard by which the performance of the job holder is evaluated.
  - other conditions relevant to the job. (it is confined to office or are there field visits? Does it have direct involvement with the public etc.)

These elements can be used as relevant to your institution.
3. A "job description" is not merely a 'list of duties'. It is a statement which describes a job in detail.
4. Preparation of the organizational chart, identification of specific jobs and their roles are very useful in preparing job descriptions.