Recruitment Consulting Services

Job Descriptions Development

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Efficiency ... from Hire to Retire

Handover Consulting …

"Handover Consulting was initiated to partner with companies across the Middle East and provide them with unique and competitive consulting solutions to address their Recruitment and Human Resources challenges. Our team of specialists has been engaged with a number of multinational, regional , and local establishments and accordingly bring along solid operational and consulting capabilities in their areas of expertise.

Our vision for Handover Consulting is to become one of the leading and trusted consulting partners in Recruitment and Human Resources serving small, medium, and enterprise firms across the Middle East.

We would be honored to have the opportunity to be part of your successful future and for you to be part of our successful stories. We would love to provide you with more details on our services.

Please do not hesitate to contact us for further details or enquiries."

Ali S. AlJa'bari
Founder and CEO

Job Descriptions Development …

- Job Descriptions Development is one of the key Recruitment Consulting Services that we specialize in and through which we support our clients in overcoming the challenges associated with the recruitment for Executive, Managerial and Senior level positions.
- Our HR Consultants are highly experienced in developing effective Job Descriptions for clients across the Middle East and within various business sectors.

Handover Consulting – Job Descriptions Development	
Project Complexity	We can deliver Job Descriptions as part of Organization Structure Design projects, Job Descriptions Development projects, or in small exercises.
Project Scope	Our Job Descriptions Development exercises are flexible to cover all positions across the company or to specific positions within limited departments, as desired by the client.
Languages	We are experienced in developing Job Descriptions in English and Arabic languages.
Experience	Our HR Consultants have developed Job Descriptions for clients across the Middle East and within various business sectors.

We use a solid and transparent approach to deliver effective and quality job descriptions to our clients …

- Our experienced HR Consultants have carefully designed the below approach to deliver all Job Descriptions Development projects consistently and effectively:

Assess

- Review existing organization structure, JDs, and competency framework, if any.
- Understand the positions within the project scope.
- Develop and discuss the assessment findings of the current situation.

- Current State Assessment report
- List of positions within the project scope

Analyze

- Train employees on Job Analysis.
- Conduct Job Analysis for positions within scope.
- Benchmark the role of the positions against JDs in other companies to identify gaps.
- Highlight and discuss findings and the need to redesign jobs, if any.

- Job Analysis of positions
- Identified gaps/issues in existing positions

Develop

- Discuss and agree on the JDs template.
- Discuss and agree with the concerned management the redesign of jobs, if required.
- Write the JD for the positions.
- Draft and discuss the JDs with concerned management.

- Draft JDs Manual

Deliver

- Submit the JDs Manual.
- Discuss any gaps/issues.
- Review the JDs Manual, if required.
- Train the HR Department on the usage and update procedure of the manual.

- Final JDs Manual

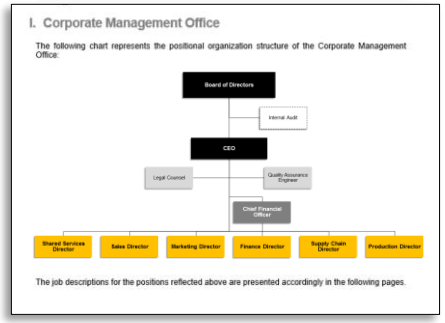
We understand the challenges associated with the development of job descriptions and accordingly are able to support clients to overcome them effectively …

- Based on our experience, below is a list of the key challenges faced by companies during the development of job descriptions. We have listed against each of these challenges our value proposition which we offer to all our clients.

Key Issues	Indications	Value Proposition
Lack of Integration	▪ JDs are not updated when the organization structure changes. ▪ Reporting lines reflected in the JDs are inconsistent with the organization structure. ▪ Some positions have no JD. ▪ The competencies reflected on the JD are not linked with the competency framework.	▪ We carefully review the client's organization structure and competency framework. ▪ We develop a JD for each position in the structure. ▪ We ensure consistency of qualifications and skills in the JD with the associated competency framework.
Impractical Job Descriptions	▪ JDs were developed without the involvement of the job holders. ▪ The JDs were written having the jobholder in mind, not the job itself. ▪ JDs are not being shared with employees. ▪ JDs becoming outdated as not reviewed for few years.	▪ We develop JDs based on a conducted Job Analysis and Job Benchmarking exercises. ▪ We identify gaps in positions and highlight them to clients. ▪ We develop a procedure for managing and updating JDs and provide suitable training to the client..
Various Inconsistencies	▪ Different JD templates being used in the company. ▪ JDs being written in different languages. ▪ JDs have inconsistent writing style.	▪ We use a consistent template for all JDs while considering any followed standard (e.g. ISO). ▪ We develop JDs using a consistent writing style and in the languages agreed with the client.

We maintain an effective framework with which we have delivered a number of successful job descriptions development projects …

Organization Structure


I. Corporate Management Office

The following chart represents the positional organization structure of the Corporate Management Office:

Board of Directors
Internal Audit
CEO
Legal Counsel
Quality Assurance Engineer
Chief Financial Officer
Shared Services Director
Sales Director
Marketing Director
Finance Director
Supply Chain Director
Production Director

The job descriptions for the positions reflected above are presented accordingly in the following pages.

Job Analysis

Job Analysis Questionnaire

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Job Analysis Questionnaire

PURPOSE OF THIS QUESTIONNAIRE

This questionnaire is designed to obtain all the information necessary to determine your current job duties and responsibilities. Please take the time to complete it and provide relevant and clear information about your job based on your current responsibilities.

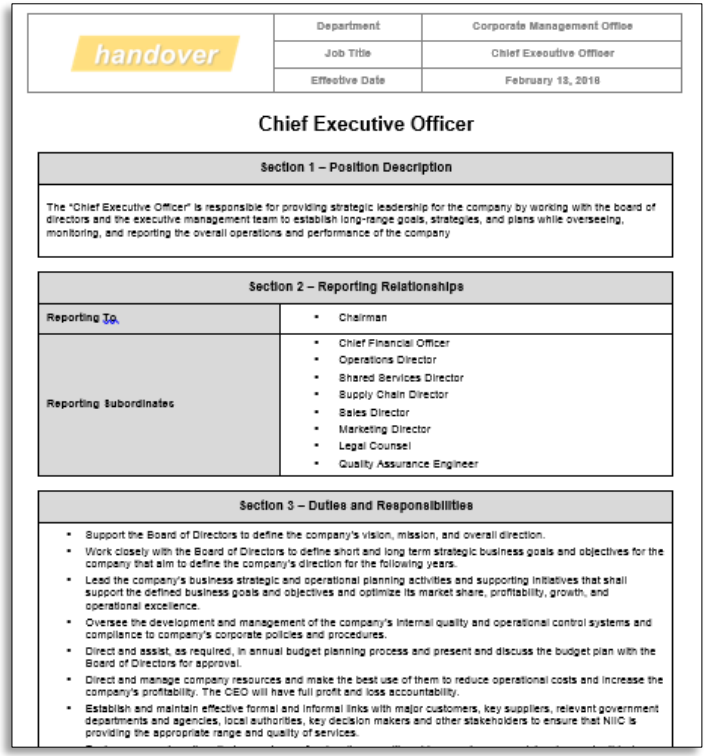
GUIDELINES TO COMPLETE THE QUESTIONNAIRE

Please write your responses in the space provided. In case, the space provided is not adequate, kindly attach extra sheets. Please attach any job related documentation that will help us develop better understanding of your duties and responsibilities.

SECTION A. EMPLOYEE INFORMATION

Department Name:	
Position Title:	
Position Title of Direct Supervisor/Manager:	
Total Number of Subordinates	
Details of Subordinates	

Job Description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Department	Corporate Management Office
Job Title	Chief Executive Officer
Effective Date	February 18, 2016

Chief Executive Officer

Section 1 – Position Description

The "Chief Executive Officer" is responsible for providing strategic leadership for the company by working with the board of directors and the executive management team to establish long-range goals, strategies, and plans while overseeing, monitoring, and reporting the overall operations and performance of the company

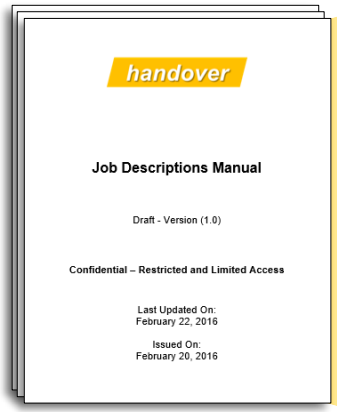
Section 2 – Reporting Relationships

Reporting To	▪ Chairman
Reporting Subordinates	▪ Chief Financial Officer ▪ Operations Director ▪ Shared Services Director ▪ Supply Chain Director ▪ Sales Director ▪ Marketing Director ▪ Legal Counsel ▪ Quality Assurance Engineer

Section 3 – Duties and Responsibilities

- Support the Board of Directors to define the company's vision, mission, and overall direction.
- Work closely with the Board of Directors to define short and long term strategic business goals and objectives for the company that aim to define the company's direction for the following years.
- Lead the company's business strategic and operational planning activities and supporting initiatives that shall support the defined business goals and objectives and optimize its market share, profitability, growth, and operational excellence.
- Oversee the development and management of the company's internal quality and operational control systems and compliance to company's corporate policies and procedures.
- Direct and assist, as required, in annual budget planning process and present and discuss the budget plan with the Board of Directors for approval.
- Direct and manage company resources and make the best use of them to reduce operational costs and increase the company's profitability. The CEO will have full profit and loss accountability.
- Establish and maintain effective formal and informal links with major customers, key suppliers, relevant government departments and agencies, local authorities, key decision makers and other stakeholders to ensure that NIIC is providing the appropriate range and quality of services.

Job Descriptions Manual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Job Descriptions Manual

Draft - Version (1.0)

Confidential – Restricted and Limited Access

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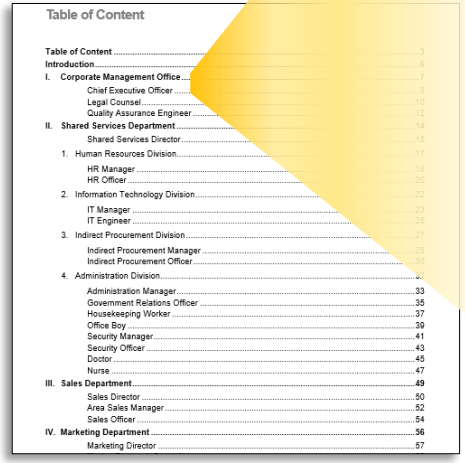
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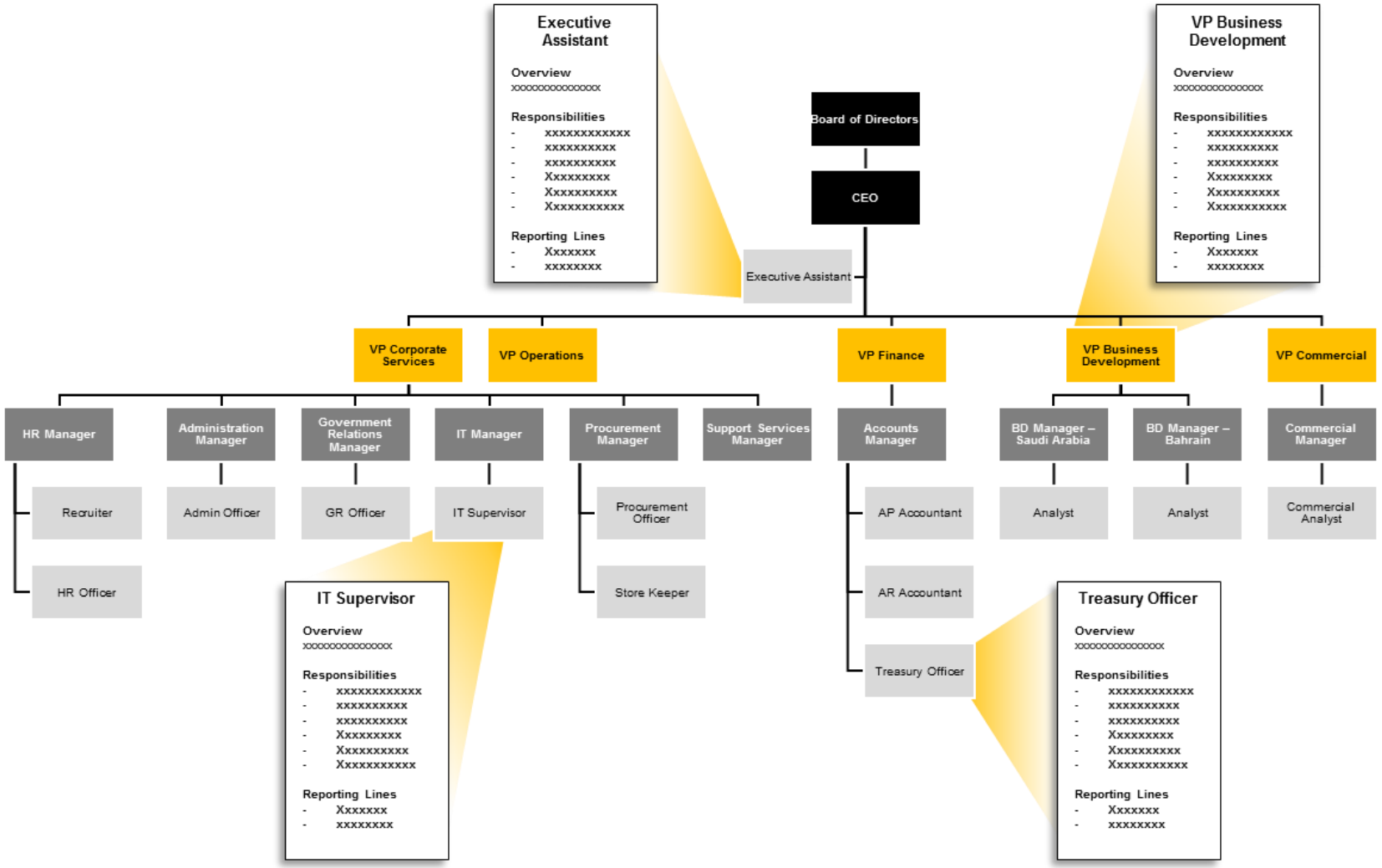
We are highly experienced in delivering job description projects and in providing clients with integrated outcomes …



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Contact us now

We would love to provide you with more details on our services. Please do not hesitate to contact us for further details or enquiries.

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