

**SKILLS FRAMEWORK FOR HUMAN RESOURCE
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Employee Attraction					
TSC	Job Analysis and Evaluation					
TSC Description	Define and evaluate job requirements and expectations against specific metrics, structures or systems					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		HRS-HRM-2007-1.1	HRS-HRM-3007-1.1	HRS-HRM-4007-1.1		
		Consolidate information to support job descriptions and evaluations	Perform job analyses and evaluations	Review job analysis and evaluation processes and methodologies		
Knowledge		<ul style="list-style-type: none"> Privacy and confidentiality guidelines related to the handling of organisation's data Types of documentation used for job evaluations Components of a job description Talent acquisition compliance requirements Tripartite guidelines and standards on fair employment practices Manpower laws Job analysis processes Job evaluation processes 	<ul style="list-style-type: none"> Job analysis methodologies Objectives and target audience of job descriptions Job evaluation methodologies Best practices in job evaluation Techniques of job evaluation Tools used for job evaluation Applications of job descriptions and job evaluation results 	<ul style="list-style-type: none"> Principles of job analysis Importance of job profiles in various human resource (HR) processes Guidelines and national initiatives related to recruitment and selection Methods of applying job descriptions in HR practices Principles of job evaluation Job evaluation methodologies 		
Abilities		<ul style="list-style-type: none"> Gather information on job requirements from line managers to develop job descriptions Collate documentation used for job evaluations Communicate information on methodologies and tools used in job evaluation to relevant employees Document input on activities performed by job incumbents Disseminate endorsed job descriptions to relevant parties 	<ul style="list-style-type: none"> Implement the role clarification processes Conduct job analyses to identify duties and responsibilities of a job Develop job descriptions Analyse current job descriptions to ensure continued relevance Identify unique job roles to be evaluated Evaluate the sizes of jobs against pre-defined criteria Explain rationale and supporting evidence for job evaluation outcomes 	<ul style="list-style-type: none"> Oversee the role clarification and job analysis processes Review job descriptions for accuracy and continued relevance Recommend improvements and refinements to job descriptions and role clarification processes Review job analysis processes Oversee job evaluation processes to ensure robustness of methodologies applied 		

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				<ul style="list-style-type: none"> • Review accuracy of job evaluation results • Present job evaluation results to senior stakeholders • Develop review systems for obtaining feedback on the job clarification and design processes 		
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