

JOB ANALYSIS CARD [employee_name]

Name	Employee Name	Designation		PIN	
Project	Employee Project Name	Division		Section	
Job Position	Employee Job Position	Experience achieved			
Education Achieved	Employee Educations	Experience required			
		Education required			
JOB PURPOSE					
JOB DUTY/ Functional Areas					
JOB GENERAL TASK					
JOB TECHNICAL TASK					

JOB RELATED TOOLS, SKILLS & SOFTWARES**TRAININGS REQUIRED****TRAININGS RECEIVED****TRAININGS GAP**

Prepared by:

Signature:

Name / Design:

Reviewd by:

Signature:

Name / Design:

Approved by:

Signature:

Name / Design: