

SECTION C

1. Performance Factors

Quantity of Work:

Consider the quantity of acceptable work accomplished and the promptness in completing assignments.

Quality of Work:

Consider accuracy, thoroughness, and presentation of work, and ability to make successful recommendations and the capacity for sound analysis in the performance of duties.

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Higher 7 6 5 4 3 2 1 Lower

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2. Performance Indicators

Job Knowledge:

Consider the employee's understanding of the job and of the Department's functions and objectives as well as his/her grasp of the principles, methods, processes and procedures used.

Initiative:

Consider the level of creativity and self-reliance, the ability to originate ideas and actions, the degree of supervision required and the display of ingenuity in effectively fulfilling the duties of the post.

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Responsibility: Consider the officer's willingness to accept the responsibilities and authority of the post and to take action and make decisions effectively on matters associated with the duties of the post.

Judgement:

Consider the officer's demonstrated ability to analyze situations, define issues, weigh alternatives, arrive at logical conclusions and adopt appropriate solutions.

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Contacts With Public: Consider the officer's demonstrated ability to effectively relate to the public in the performance of the duties associated with the post.

Level of Co-operation:

Consider the officer's demonstrated ability to effectively interact with other officers in the work place and to co-operate in carrying out the work programme of the Ministry/Department.

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Dependability:

Consider the ability of the officer to meet the demands and requirements of the job even in difficult and unusual situations and to make effective use of working time.

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