

Organization and Job Design: Vital Factors in promoting Enhancement of Organizational Structures

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ABSTRACT:

The main objective of this research paper is to acquire an efficient understanding of organization and job design. These are essential factors, which needs to be taken into account by all the members in achieving organizational goals and leading to up-gradation of overall structure of the organizations. The members, belonging to all job positions in the hierarchy of the organizations are required to pay attention towards carrying out the function of organization. On the other hand, individuals in leadership positions are required to implement all the necessary factors, which are facilitating in carrying out job design in an adequate manner. One of the important factors that needs to be taken into account is, positivity needs to be reinforced in all the factors. The human resources are required to make use of their educational qualifications, competencies and abilities in an adequate manner. Furthermore, they need to ensure, they are well-informed in terms of job duties and methodologies that are needed to carry these out in a well-organized manner. One of the important aspects that needs to be taken into account is, utilization of different types of pioneering methods and materials will be facilitating in carrying out job duties in a satisfactory manner and promoting enrichment. Therefore, it is well-understood that organization and job design are vital factors in promoting enhancement of organizational structures. The main concepts that are taken into account in this research paper are, objectives of organization and job design, factors having an effect on job design and measures to be put into operation in promoting enhancement of job design.

Keywords: *Enhancement, Information, Job Design, Job Duties, Methods, Organization, Skills, Workforce*

INTRODUCTION:

The organizations are of different types, i.e. production, manufacturing, services, educational institutions, training centres, financial institutions, agencies, non-government organizations and so forth. In all types of organizations, individuals, belong to different job positions in the hierarchy. In all types of job positions, one needs to be well-informed in terms of their job duties and responsibilities. Furthermore, they are required to be well-equipped in terms of ways of doing well in these and generating desired outcomes. The individuals in leadership positions are vested with the authority and responsibility of carrying out the task of designing of the jobs (Chapter II, n.d.). The job design is referred to designing of the jobs. This task enables the individuals to put emphasis on number of factors, i.e. work timings, structure, methodologies, approaches, techniques, strategies, number of employees, and so forth. The individuals are required to be well-informed in terms of ways of carrying out the task of organization and job design in an effective manner. One of the important aspects that needs to be taken into account is, these need to be facilitating in leading to progression of the workforce and overall structure of the organizations.

Job design involves the systematic organization of tasks, duties and responsibilities within the working environment. The primary objective is to achieve organizational goals and lead to up-gradation of overall structure of the organizations. The job design integrates the work content and educational qualifications required for each job. The job design contributes in making the job specialised on a comprehensive basis. Well-designed jobs are regarded as crucial in attracting and retaining motivated workforce.

The job design is affected by number of factors, i.e. organizational factors, environmental factors, and behavioural factors. The individuals in leadership positions and hiring authorities are required to make sure, the job duties are suitable to the employees (Utuk, 2014). They are not just involved in one job duty, but in number of job duties. As a consequence, they will be able to render an important contribution in augmenting their competencies, abilities, and aptitude. Furthermore, their mind-sets will be stimulated towards putting into operation different types of job duties and responsibilities. Therefore, one needs to put emphasis on acknowledging and reinforcing all the

factors in a manner, which would be facilitating in enhancing job design.

Objectives of Organization and Job Design:

In all types of organizations, individuals, belong to different job positions in the hierarchy. In all types of job positions, one needs to be well-informed in terms of their job duties and responsibilities. Furthermore, they are required to be well-equipped in terms of techniques of doing well in these and achieving desired goals. The individuals in leadership positions are vested with the authority and responsibility of carrying out the task of designing of the jobs. The job design is referred to acknowledging and putting into operation all the factors that are essential in designing of the jobs. Furthermore, traits of morality, ethics, diligence and conscientiousness need to be reinforced. This task enables the individuals to put emphasis on number of factors, i.e. work timings, structure, methodologies, approaches, techniques, strategies, number of employees, and so forth. When conducting research on organization and job design, it is necessary to be well-informed in terms of different objectives. These are stated as follows:

1. Being well-informed in terms of different types of job duties and responsibilities.
2. Being well-equipped regarding various types of methodologies and procedures.
3. Utilizing modern, scientific and innovative methods and materials.
4. Making wise and productive decisions in terms of various factors.
5. Augmenting the traits of efficiency, honesty and truthfulness.
6. Honing analytical, critical-thinking and problem-solving skills.
7. Inculcating the traits of morality and ethics.
8. Implementing the traits of diligence, resourcefulness and conscientiousness.
9. Putting in efforts to one's best abilities.
10. Possessing the abilities to work under stress.
11. Forming cordial and amiable terms and relationships with each other.
12. Not possessing any negative viewpoints and perspectives regarding any factors.
13. Reinforcing a constructive approach.
14. Taking out time for all tasks and activities.
15. Overcoming all types of setbacks.
16. Managing financial, human, technical, material and information resources.
17. Providing infrastructure, amenities and facilities.
18. Carrying out job duties and responsibilities in a well-organized manner.
19. Focusing on promoting well-being and goodwill of others.
20. Creating an amiable and pleasant environment within workplace.

Factors having an effect on Job Design:

Job design involves the systematic attempts to organize tasks, duties and responsibilities into the working environment. The primary focus is to achieve the desired goals and objectives and lead to up-gradation of overall structure of the organizations. The job design renders an important contribution in making the job specialized on a comprehensive basis. It is understood to a major extent that all the members of the organizations are required to be well informed in terms of different types of job duties and responsibilities. Furthermore, they are required to be well equipped in terms of methodologies and procedures, which would be facilitating in carrying out all types of tasks and activities in a well-organized manner (Chapter Nine, n.d.).

When the employees get recruited and selected within the organizations, they need to augment their information in terms of different types of subjects and concepts. Furthermore, they are required to inculcate the traits of morality, ethics, diligence and conscientiousness. These traits are regarded as vital in doing well in one's job duties and generating desired outcomes. Therefore, when conducting research on job design, it is necessary to augment information in terms of factors that have an effect on job design, i.e. organizational factors, environmental factors, and behavioural factors. These are stated as follows:

Organizational Factors:

The organizational factors that affect the job design are, characteristics of the task, workflow, ergonomics and work practices. Characteristics of the task include each task that includes three elements, i.e. planning, executing and controlling. Job design involves the assembly of number of tasks into a job or group of jobs. The job duty may involve the employee to perform a variety of all connected tasks. It is of utmost significance to take into account all the factors, which includes the concept of job design. As the name implies, workflow is referred to the flow of work within the organization. In order to carry out workflow in a satisfactory manner, there are certain factors that need to be taken into account, i.e. putting into operation effective communication processes; satisfactory implementation of job duties and responsibilities; formation of cordial and amiable terms and relationships with others and reinforcing the traits of co-operation and integration. The product usually suggests the sequence and balance between job duties, if the work is to be completed in an appropriate manner.

Ergonomics is primarily concerned with the designing and structuring of the jobs. When the task of designing and structuring of the jobs is to be put into operation, analysis is to be carried out in terms of human resources. It has to be found out what types of competencies, abilities and aptitude is to be put into operation in order to do well in one's job duties and

generate desired outcomes. Work practices are regarded as the set practices for carrying out different types of job duties and responsibilities in a well-organized manner. This can have an effect on job design, as there is less flexibility in the designing of the job. It is necessary for the work practices to get approved by the employee unions. In other words, when the employee union will form the viewpoint that they will be able to perform the job duties in an appropriate manner, they will approve work practices. Therefore, it is understood in all types of organizations, organizational factors need to be taken into account in order to generate desired outcomes.

Environmental Factors:

Environmental factors are the factors that are regarded as an integral part of the working environment. Within the working environment, there are number of factors that need to be taken into account, i.e. job duties, responsibilities, methodologies, infrastructure, amenities, facilities and resources. In order to do well in one's job duties, achieve desired goals and objectives and lead to up-gradation of overall structure of the organizations, environmental factors need to be taken into account. All the members of the organizations, irrespective of their job positions in the hierarchy are required to be well-informed in terms of environmental factors. Furthermore, all the members need to ensure, they work diligently in creating an amiable and pleasant environment within the workplace. Furthermore, all the members need to ensure, they form cordial and amiable terms and relationships with each other. It is understood on a comprehensive basis that there are occurrences of various types of dilemmas and challenging situations. Hence, individuals will be able to solve these, when they form pleasant terms and relationships with each other.

When the individuals get recruited and selected within organizations, they are required to get enrolled into training and development programs. The trainers are required to put into operation different types of methods and procedures, which would be facilitating in leading to up-gradation of these programs. Within the working environment, all factors need to be honed, which would be facilitating in making the environmental conditions comfortable. As a consequence, they will be able to lead to up-gradation of motivation levels towards putting into operation different types of job duties and responsibilities. In this manner, one will put in efforts to their best abilities in doing well in their job duties and generating desired outcomes. The primary objective of these programs is to put emphasis on leading to up-gradation of competencies, abilities and aptitude of the individuals. Furthermore, all the members need to utilise these in a moral and ethical manner. The honing of listening skills is regarded as the key in doing well in one's job duties and achieving desired goals. In addition,

individuals need to ensure, they contribute efficiently in leading to up-gradation of overall structure of the organizations. Therefore, in all types of organizations, individuals are required to put emphasis on up-gradation of environmental factors.

Behavioural Factors:

Behavioural factors are the ones, which depict the behavioural traits of the individuals. Within all types of organizations, all the members, irrespective of their job positions in the hierarchy need to depict appropriate behavioural traits. Depicting appropriate behaviour is regarded as the key in doing well in one's job duties, achieving desired goals and objectives and leading to up-gradation of overall structure of the organizations. The individuals, belonging to all job positions are required to depict appropriate behavioural traits. These are facilitating in reinforcing the traits of honesty, efficiency, truthfulness and righteousness. Furthermore, all the members are rendering an important contribution in inculcating the traits of morality, ethics, diligence and conscientiousness. These are regarded as essential in meeting the expectations of individuals in leadership positions. The supervisors are required to provide adequate feedback to the employees regarding their jobs. One of the major benefits is, they are able to identify the flaws and inconsistencies and bring about improvements. The superiors and subordinates need to ensure, they develop mutual understanding with each other. This is essential in order to be successful in one's jobs.

The communication processes needs to be put into operation in an effective manner. Furthermore, one needs to treat each other with respect and courtesy. In addition, one needs to ensure, they possess an approachable nature and an amiable attitude. One of the important aspects that needs to be taken into account is, one needs to reinforce the traits of helpfulness and co-operation. This is regarded as vital in order to carry out all types of job duties and responsibilities in an appropriate manner. As a consequence, one will be able to carry out different types of job duties and responsibilities in a well-organized and regimented manner. Furthermore, individuals need to ensure that throughout their jobs, they are conducting research on regular basis. The task of conducting research is facilitating in augmenting information in terms of various factors. Hence, up-gradation of different types of skills and abilities is facilitating in generating desired outcomes. One of the important aspects that all members take into account is, positivity needs to be reinforced in all types of behavioural factors. These are facilitating in promoting well-being and goodwill of others. Therefore, it can be stated, behavioural factors are the key, which needs to be focused on in order to be successful in one's job duties.

Measures to be put into operation in promoting enhancement of Job Design:

In all types of organizations, the individuals in leadership positions and hiring authorities need to put emphasis on promoting enhancement of job design. The job design is an important concept, which needs to be focused on regular basis. The individuals are required to augment information in terms of different factors, which would be facilitating in promoting enhancement of job design. The measures are complicated and manageable, these are put into operation in more amount of time or can less time-consuming. Furthermore, these are implemented on one's own or through obtaining support and assistance from other individuals (Chapter III, n.d.).

One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in all types of measures. Furthermore, these need to be put into operation in a well-organized and regimented manner. The different types of measures are regarded as the key in generation of desired outcomes. The important aspects that need to be taken into account is, all types of measures are required to promote well-being of workforce and lead to up-gradation of overall structure of the organizations. Therefore, measures to be put into operation in promoting enhancement of job design are stated as follows:

Being well-informed in terms of Job Duties and Responsibilities:

All the members, belonging to all job positions in the hierarchy of the organizations are required to possess adequate information in terms of job duties and responsibilities. Throughout their jobs, all the members of the organizations are required to be well-informed in terms of different types of job duties and responsibilities. Furthermore, they are required to be well equipped in terms of different types of ways, which would be facilitating in carrying out all types of job duties and responsibilities in a well-organized manner. The individuals in leadership positions are required to be well-informed in terms of these, when they are carrying out the job duty of job design.

The possession of adequate information in terms of these would be facilitating in doing well in their job duties and generating desired outcomes. In some cases, these are tedious and cumbersome, hence, the leaders need to ensure, they are imparting adequate information in terms of ways that would be facilitating in carrying out these job duties and responsibilities in a well-organized manner. These are regarded to be of utmost significance even in putting into operation the tasks of recruitment and selection of workforce. Therefore, being well-informed in terms of job duties and responsibilities is regarded as one of the indispensable measures to be put into operation in promoting enhancement of job design.

Being well-equipped regarding Methodologies and Procedures:

All the members, throughout their jobs need to be well-informed in terms of different types of methodologies and procedures. These are different types of ways, which would be facilitating in carrying out all types of job duties and responsibilities in a well-organized manner. The individuals in leadership positions are required to be well-informed in terms of these, when they are carrying out the job duty of job design. All the members are required to augment their information in terms of these. In addition, one needs to ensure, these are carried out in a well-organized and disciplined manner. One of the important aspects is, one needs to inculcate the traits of morality, ethics, diligence and conscientiousness.

The possession of adequate information in terms of these would be facilitating in doing well in their job duties and generating desired outcomes. In some cases, these are tedious and cumbersome, hence, the leaders need to ensure, they are imparting adequate information in terms of ways that would be facilitating in carrying out these job duties and responsibilities in a well-organized manner. One needs to ensure, they hone confidence levels and overcome the feelings of apprehensiveness and vulnerability. Therefore, being well-equipped regarding methodologies and procedures is one of the significant measures to be put into operation in promoting enhancement of job design.

Utilizing Pioneering Methods and Materials:

With advancements taking place and with the advent of modernization and globalization, one needs to be well-equipped in terms of different types of pioneering methods and materials. The utilization of these would be facilitating in carrying out different types of tasks and activities in a well-organized and disciplined manner. Furthermore, one needs to get engaged in regular practice and overcome the feelings of apprehensiveness and vulnerability. The different types of pioneering methods and materials are, utilization of graphs, charts, images, pictures, designs, structures, machinery, tools, devices, apparatus, equipment and various types of technologies.

The possession of adequate information in terms of these would be facilitating in doing well in their job duties and generating desired outcomes. As a consequence, the task of job design will be carried out in an adequate manner. In some cases, these are tedious and cumbersome, hence, the leaders need to ensure, they are imparting adequate information in terms of ways that would be facilitating in carrying out these job duties and responsibilities in a well-organized manner. One needs to ensure, they hone confidence levels and overcome the feelings of apprehensiveness and vulnerability. Therefore, utilizing pioneering methods and materials is an

expedient measure to be put into operation in promoting enhancement of job design.

Inculcating the Traits of Morality and Ethics:

The individuals, belonging to all job positions in the hierarchy of the organizations are required to inculcate the traits of morality and ethics. These are the traits, which are facilitating in acknowledging certain factors, i.e. differentiating between various types of appropriate and inappropriate aspects; depicting the traits of helpfulness and co-operation; possessing an approachable nature and an amiable attitude; reinforcing the traits of efficiency, honesty and truthfulness; implementing the traits of diligence, resourcefulness and conscientiousness; putting in efforts to one's best abilities; possessing the abilities to work under stress; forming cordial and amiable terms and relationships with each other; overcoming all types of setbacks and not possessing any negative feelings in terms of anybody. Throughout the job duties of the individuals, they are required to acknowledge and put into operation these factors in an adequate manner.

The possession of adequate information in terms of these would be facilitating in doing well in their job duties and generating desired outcomes. As a consequence, the task of job design will be carried out in an adequate manner. In some cases, these are tedious and cumbersome, hence, the leaders need to ensure, they are imparting adequate information in terms of ways that would be facilitating in carrying out these job duties and responsibilities in a disciplined manner. One needs to ensure, they augment skills and abilities and put these into operation in an adequate manner. Therefore, inculcating the traits of morality and ethics is an eminent measure to be put into operation in promoting enhancement of job design.

Implementing the Traits of Diligence, Resourcefulness and Conscientiousness:

Implementing the traits of diligence, resourcefulness and conscientiousness is regarded to be of utmost significance in carrying out the task of job design. These are the traits, which are facilitating in doing well in one's job duties and generating desired outcomes. Furthermore, one will render an important contribution in meeting the expectations of individuals in leadership positions. It is understood on a comprehensive basis that there are occurrences of various types of dilemmas and challenging situations in terms of various factors. Hence, these need to be coped with in an adequate manner. Furthermore, these need to be prevented from giving rise to impediments within the course of doing well in one's job duties. In other words, these are prevented from assuming a major form.

The possession of adequate information in terms of these would be facilitating in doing well in their job duties and generating desired outcomes. As a consequence, the task of job design will be carried out in a satisfactory manner. In some cases, these are

difficult and cumbersome, hence, the leaders need to ensure, they are imparting satisfactory information in terms of ways that would be facilitating in carrying out different types of job duties and responsibilities in a disciplined manner. Furthermore, one needs to ensure, they augment different types of skills and abilities and put these into operation in a satisfactory manner. Therefore, implementing the traits of diligence, resourcefulness and conscientiousness is a productive measure to be put into operation in promoting enhancement of job design.

Putting in Efforts to one's Best Abilities:

It is understood on a comprehensive basis that there are occurrences of various types of dilemmas and challenging situations in terms of various factors. Hence, these need to be coped with in an adequate manner. The different factors in terms of which these take place are, job duties, responsibilities, methodologies, procedures, techniques, work pressure, lack of implementation of time-management skills, lack of implementation of analytical, critical-thinking and problem-solving skills, scarcity of financial, human, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. In order to carry out the task of job design in a successful manner, it is necessary to put in efforts to one's best abilities.

This measure is facilitating in putting into operation the task of job design in a satisfactory manner. One of the important aspects that needs to be taken into account is, one will be able to meet the expectations of individuals in leadership positions. As a consequence, one will be able to carry out different types of job duties and responsibilities in a disciplined manner. One needs to ensure, they augment different types of skills and abilities and put these into operation in a suitable manner. Furthermore, it needs to be ensured, these are facilitating in carrying out different types of tasks and activities in a well-ordered and regimented manner. Therefore, putting in efforts to one's best abilities is a lucrative measure to be put into operation in promoting enhancement of job design.

Possessing the Abilities to Work under Stress:

It is apparently understood that there are occurrences of stressful situations in terms of various factors, i.e. job duties, responsibilities, methodologies, procedures, techniques, work pressure, unawareness in terms of various factors and so forth. The influence of these situations is major or minor. The individuals, belonging to all job positions in the hierarchy of the organizations need to possess the abilities to work under stress. This measure is facilitating in reinforcing a constructive approach. Furthermore, one will be able to form positive viewpoints in terms of various factors and individuals, whom one is working and dealing with. Hence, throughout the job duties of the

individuals, they are required to possess the abilities to work under stress.

This measure is facilitating in putting into operation the task of job design in a satisfactory manner. Furthermore, one will be able to put emphasis on overcoming all types of stressful situations. One of the important aspects that needs to be taken into account is, one will be able to meet the expectations of individuals in leadership positions. As a consequence, one will be able to put emphasis on augmenting knowledge, competencies and abilities in an adequate manner. Therefore, possessing the abilities to work under stress is an advantageous measure to be put into operation in promoting enhancement of job design.

Overcoming Setbacks:

Within the course of carrying out the task of job design, the individuals experience setbacks in terms of various factors. These are regarded as impediments within the course of doing well in one's job duties and responsibilities, achieving desired goals and leading to up-gradation of overall structure of the organizations. Hence, throughout their jobs, all the members need to augment information in terms of different types of methods and procedures, which would be facilitating in overcoming all types of setbacks. Furthermore, these need to be prevented from assuming a major form. As a consequence, the task of job design is put into operation in a satisfactory manner.

The individuals are required to be well-informed in terms of ways that would be facilitating in overcoming setbacks. The individuals will have to inculcate the traits of morality, ethics, diligence and conscientiousness. The acknowledgment and implementation of these traits are regarded as the key in carrying out the task of job design in an adequate manner (Ulleberg, 2009). Furthermore, one will be able to put emphasis on leading to up-gradation of motivation and concentration levels towards carrying out different types of job duties and responsibilities in a satisfactory manner. Therefore, overcoming setbacks is a favourable measure to be put into operation in promoting enhancement of job design.

Managing Resources:

The individuals are required to manage resources in an adequate manner in order to carry out the task of job design. The different types of resources that need to be managed are, financial, human, technical, material and information. The financial resources are the monetary resources. These are the key in order to make purchases of various products, acquire the services of service providers, bring about changes in various factors and fulfil different types of needs and requirements. Human resources are the personnel. They are required to make use of their educational qualifications, skills and abilities in an effective manner. Technical resources are referred to various types of technologies, i.e. computers, lap-tops, I pads,

scanners, printers, photo-copiers, audio-visual aids, projectors and so forth. Material resources are referred to tools, devices, apparatus, equipment, machinery and various types of gear. Information resources are books, articles, reports, projects, newspapers, magazines, other reading materials and internet.

The internet is regarded as one of the prominent sources that is utilized in order to augment information in terms of various subjects and concepts and obtain answers to all types of questions. Furthermore, one is able to clarify their doubts in terms of various factors. All the members need to be well-informed in terms of ways of managing resources in an adequate manner. Furthermore, it needs to be ensured, wastage is prevented. As a consequence, one will be able to carry out the task of job design in a successful manner. Therefore, managing resources is a prolific measure to be put into operation in promoting enhancement of job design.

Providing Infrastructure, Amenities and Facilities:

Within all types of employment settings, it is necessary for individuals to make provision of infrastructure, amenities and facilities. These are referred to power supplies, water supplies, clean drinking water, restrooms, heating and cooling equipment in accordance to the weather conditions, furniture, communication networks, transportation facilities, ramps, elevators, parks, and buildings. As a consequence of making these available, the individuals feel comfortable within the working environment. Furthermore, one will lead to up-gradation of motivation and concentration levels towards putting into operation different types of tasks and activities. Hence, one will be able to do well in the task of job design. Furthermore, different types of setbacks will be prevented from giving rise to obstacles within the course of achievement of desired goals and objectives. Within all types of employment settings, all the members will be able to do well in their tasks and activities, when they are feeling contented. For this purpose, the individuals are required to work diligently in creating an amiable and pleasant environment. This is regarded as vital in generating desired outcomes. Furthermore, all the members will be able to put into operation effective communication processes with each other in a satisfactory manner. In order to carry out this task, the management of financial resources is regarded as vital. Furthermore, one needs to take help from service providers, i.e. electric workers, repair workers, painters, carpenters, plumbers, gardeners and so forth. Therefore, providing infrastructure, amenities and facilities is an advantageous measure to be put into operation in promoting enhancement of job design.

CONCLUSION:

The job design is taking into account all factors involved in designing of the jobs. Factors having an

effect on job design are, organizational factors, environmental factors, and behavioural factors. Measures to be put into operation in promoting enhancement of job design are, being well-informed in terms of job duties and responsibilities, being well-equipped regarding methodologies and procedures, utilizing pioneering methods and materials, inculcating the traits of morality and ethics, implementing the traits of diligence, resourcefulness and conscientiousness, putting in efforts to one's best abilities, possessing the abilities to work under stress, overcoming setbacks, managing resources and providing infrastructure, amenities and facilities. Finally, it can be stated, organization and job design needs to be focused on in leading to progression of organizations.

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