

## **Jobs/ Duties/ Responsibilities**

### **I. Job Titles in Career Descriptions**

#### **1. What is a Job Title?**

A **job title** is the name of the position a person holds. It defines the role or function of the job in an organization or industry. For example an **accountant** manages finances.

Actuary, Data Analyst, Trade Economist, Labor Economist

#### **2. Common Job Titles in Different Industries**

- **Economics:** Economist, Financial Analyst, Actuary, Data Analyst, Trade Economist, Labor Economist
- **Education:** Teacher, Lecturer
- **Healthcare:** Nurse, Doctor, Pharmacist
- **Technology:** Software Developer, IT Manager, Web Designer

#### **3. Importance of a Job Title**

- A job title helps identify the general tasks and responsibilities associated with the role.
- It also provides insight into the level of the role, such as entry-level, mid-level, or senior positions.

## **II. Duties in Job Descriptions**

### **1. What Are Duties?**

**Duties** refer to the tasks or activities that an individual performs as part of their job. These are often routine and regularly occurring responsibilities. In a job description, duties specify what actions the person must take on a daily or weekly basis.

### **2. Examples of Duties**

**Economist:** Conduct economic research, analyze market trends, and provide policy recommendations.

**Financial Analyst:** Analyze financial data, create financial models, and prepare reports for investment decisions.

**Actuary:** Analyze risk factors, calculate insurance premiums, and evaluate financial data to predict future trends.

**Data Analyst:** Collect and process economic data, perform statistical analyses, and present findings to inform business decisions.

### 3. How to Describe Duties

Verb	Sentence
Analyze	The financial analyst <b>analyzes</b> market trends to predict future investment opportunities.
Forecast	The data scientist <b>forecasts</b> future sales based on current economic data.
Investigate	The economist <b>investigates</b> the causes of inflation by examining various economic indicators.
Interpret	The auditor <b>interprets</b> financial reports to ensure compliance with accounting standards.
Recommend	The financial advisor <b>recommends</b> the company diversify its portfolio to reduce risk.
Monitor	The central bank <b>monitors</b> inflation rates to adjust monetary policy accordingly.
Plan	The economist <b>plans</b> strategies for sustainable economic growth in developing countries.
Report	The financial analyst <b>reports</b> to the management team about potential financial risks.

### III. Responsibilities in Job Descriptions

#### 1. What Are Responsibilities?

**Responsibilities** describe what the person is accountable for or must ensure in the role. Unlike duties, which are specific tasks, responsibilities often refer to broader obligations that can affect the overall success of a project or organization.

#### 2. Examples of Responsibilities

- **Economist:** Ensure accurate analysis of economic trends and provide data-driven policy recommendations.
- **Financial Analyst:** Ensure the development of effective financial models and accurate forecasting for investment strategies.
- **Actuary:** Ensure accurate risk assessments and appropriate insurance premium calculations based on statistical data.
- **Data Analyst:** Ensure the collection and interpretation of reliable economic data to support business decisions

#### 3. How to Describe Responsibilities.

Use phrases such as **responsible for, in charge of, ensure that, tasked with, accountable for charged with,** and **required to,** to describe responsibilities.

### IV. Skills and Qualifications

#### 1. What Are Skills and Qualifications?

**Skills and qualifications** refer to the abilities, experience, and education required to perform a job. These are often outlined in a job description to indicate the level of expertise needed.

#### 2. Examples of Skills and Qualifications

- **Economist:** Analytical skills, economic theory knowledge, advanced degree in economics.
- **Financial Analyst:** Financial modeling, data analysis, degree in finance or accounting.
- **Actuary:** Mathematical proficiency, risk assessment, actuarial certification.

- **Data Analyst:** Data visualization, statistical analysis, degree in economics, statistics, or related field.

### 3. How to Describe Skills and Qualifications

- **List technical skills** (e.g., proficiency in software programs, data analysis tools, or specific methodologies).
- **Mention soft skills** (e.g., communication, teamwork, problem-solving, adaptability).
- **Highlight relevant certifications or qualifications** (e.g., degrees, professional certifications, specialized training).
- **Provide examples of how skills are applied** (e.g., using software to analyze data or collaborating with teams to solve complex problems).

## V. Abbreviations in Job Descriptions

### 1. Common Abbreviations in Job Titles

In job descriptions, certain abbreviations are used to simplify and shorten job titles and roles:

**CEO** – Chief Executive Officer

**CFO** – Chief Financial Officer

**HR** – Human Resources

**IT** – Information Technology

**VP** – Vice President

### 2. Abbreviations for Skills and Qualifications

**MBA** – Master of Business Administration

**BSc** – Bachelor of Science

**CPA** – Certified Public Accountant

**PhD** – Doctor of Philosophy

**CFA** – Chartered Financial Analyst

## Personal qualities

**Personal qualities:** are words that describe a person's character or personality.

**Common personal qualities:**

**Hard-working** – works a lot

**Friendly** – kind and easy to talk to

**Creative** – has new ideas

**Organised** – plans well

**Polite** – uses good manners

**Honest** – tells the truth

**Confident** – believes in themselves

**Responsible** – does duties well

**Patient** – waits calmly

**Helpful** – likes to assist others

## Placement of Adjectives

**What is an adjective?**

An adjective is a word that describes a noun.

**Examples:** big, small, beautiful, red, expensive, tall

**Position in English :**

Adjectives come before the noun.

**Structure:**

Adjective + Noun

**Examples:** a big house a red car a beautiful dress a small dog

Sometimes adjectives come after the verb be (am, is, are).

**Examples:** She is happy.

## A / An with Jobs

### Using A / An

We use a / an before jobs.

Use **a** before a consonant sound.

Use **an** before a vowel sound (a, e, i, o, u).

### Examples

She is a teacher.

He is an engineer.