



## The Importance of Job Descriptions for Agricultural Extension Workers in the Agricultural Extension Organization (Article Review).

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### ABSTRACT

The extension organization is considered one of the most important agricultural development agencies that play a major role in bringing about agricultural development due to its role in transferring agricultural knowledge and technology to farmers and helping them apply it. It is also considered one of the most successful tools for upgrading workers in the agricultural sector with the aim of helping them improve and reduce agricultural production costs, which leads to increase in the income of farmers and the improvement of their living conditions. Agricultural extension workers are considered the most important pillars and pillars of extension work because they carry out many, many extension roles and tasks. Unless they have a high level of qualification and the ability to perform their required tasks and roles, the budgets, material and human capabilities, and agricultural extension programs will be insignificant. The success of agricultural extension workers in performing their roles is determined by the extent of their qualifications and personal and functional competence. Therefore, job descriptions are considered the most important function of human resources in the agricultural extension organization, as the nature of each job in the extension organization cannot be understood except by preparing job descriptions for workers in the extension organization. Thus, the job description helps determine the scientific, psychological, physiological, and social qualifications of the job holder, as well as the most important duties, tasks, responsibilities, powers, relationships, and working conditions required by the extension job required for the occupant to be able to perform it to the fullest extent. The job description can contribute to adding information, knowledge, and facts about The nature of the main elements and requirements on which the extension work management is based to achieve the extension goals that the extension organization works to achieve within the organizational unit.

**Keywords:** Job description, Agricultural Extension workers, Extension function, Agricultural Extension Organization, Human Resources.

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### INTRODUCTION

Agricultural extension workers are considered the most important pillars of extension work because they carry out many, many extension roles and tasks [1], Agricultural extension work depends and achieves its goals based on the competence and capabilities of agricultural extension workers working in local rural communities, who bear the burden of shaping and changing behavior. rural people in livelihood and production [2], Swanson emphasizes that despite the deterioration of working conditions for agricultural extension workers, expectations have increased regarding the importance of their roles, and therefore they emphasize that there is no substitute for a strong international commitment to strengthen and revitalize extension human resources [3], in light of this, the extension organization needs from time to time to reconsider the type and content of the jobs and work that it performs as a preventive and remedial process, and the goal of this activity is to make the work more appropriate and attractive for the working individuals who perform it or who are selected. In the future, that is, the goal is to increase workers' motivation and make them more productive, satisfied, committed and loyal in their work [4], [5] there is a need to organize the work of agricultural extension in restoring the powers and authorities to extension functions at all levels of the extension organization in Iraq, as it is not possible to understand the nature of the various functions in the extension organization, and to ensure the existence of the required functions. To achieve the goals of the extension organization except through a description of those jobs, and this description helps to ensure that there is no overlap or duplication of tasks between those jobs, and that the jobs specified in the organizational structure of the extension organization are actually what it needs to achieve its goals and achieve its mission [6], the success or failure of an extension organization depends on the quality, experience and competence of its employees, and job descriptions in extension organizations are an important means of selecting individuals who are academically and physically qualified to perform the extension job, especially since that job requires its own specifications based on the educational specificity of agricultural extension work and the people it targets, who are members of rural communities, and the psychological and environmental characteristics that distinguish them. Therefore, describing jobs and applying precise standards for them are

important tools that senior administrations in the country can use to judge the efficiency of the performance of extension workers. Agriculture and the quality of extension organizations in achieving their mission and the goals required of them, namely achieving the desired behavioral changes for their targets.

### **Job Descriptions:**

#### **Concept and definition:**

A job description is the process that takes place directly after analysing the job. The increase in projects, the expansion of their size, and the multiplicity of jobs and activities that they carry out has made it a difficult process. No single individual can master all of its requirements, after the employer used to carry it out himself, which is an old process. Therefore, the job description process is based on analysing jobs, writing down their characteristics and specifications, and keeping all information related to them in special records for reference when needed [7].

The job description is the real beginning of the work of human resources management, because it specifies the jobs and specifications required to perform them after defining the organization's goals [8]. It is a basic requirement for all systems related to human resources management, which the organization can prepare in a careful scientific manner or in an urgent manner, unless A sound and scientific job description is the cornerstone for setting scientific foundations for establishing systems for employees [9]. Therefore, its preparation is an important matter even though the process of conducting it is expensive and complex. Despite this, its preparation represents an important investment due to its many benefits for all systems for managing Human resources [10]. Job description means the final result of the job analysis process, and it is less detailed than job analysis procedures [11]. In which the outcome of the information collected during the job analysis is recorded in the form of a detailed written statement that summarizes the basic features of the job and its requirements [12]. It is the desired goal that is

achieved through the job analysis process and represents its final product, which is represented in the form of job description cards [13]. Therefore, the organization's management should follow up the job description process on a continuous and periodic basis in order to keep pace with the changes that may occur. In the organization, which results from changes in the organization's internal and external environment [14]. there some Definitions of job description mentioned by some researchers, It is The result of a manager's in-depth analysis of duties and responsibilities of a job, the physical and mental demands of the job, the environmental and technical limits imposed on the employee who performs the duties, and the ability, knowledge, and skills necessary to perform the job, which is a written statement of how a manager allocates duties and responsibilities within an organizational unit and the manner in which these duties and responsibilities are carried out. [15], It is a list of tasks, duties, responsibilities, relationships, and working conditions for a specific job, in addition to the qualifications required and accepted in a specific person to occupy that job. It is the final result of the job analysis. [16], It is a statement of the work and responsibilities required by the job, the conditions under which the work is performed, and the conditions that its occupant must meet. It consists of giving a description of each job and basic information about it. [17], It is preparing an analytical description of all the duties, responsibilities and requirements that the job needs. It seeks to define the employee's duties and responsibilities on the one hand, and to obtain employees with the required human qualifications on the other hand. [18], It is the employee identity that is given to the employee, with the aim of providing complete data on the tasks and responsibilities that make up the job and the specifications of its occupant, which ensures that the organization selects the appropriate competencies to achieve its goals. [19],

In light of what was mentioned, the researcher sees the job description for the extension position as a set of extension tasks, duties, responsibilities, relationships and working conditions for the agricultural extension position, in addition to the qualifications required and accepted in him to occupy that position, and it is the final result of the job analysis for the extension position.

#### **Job description elements:**

Most researchers and writers have agreed that the job description includes two basic elements: (job analysis and job specifications), each of which has its own importance that is no less important than the other element, in addition to that each element has its contents that differ from the contents of the other element. Below are the two elements of the job description according to the Opinions of some writers and researchers:

The first element (job requirements)	The second element (requirements that must be met by the incumbent)
A list that shows the directions required to perform the work effectively.	A list explaining the characteristics, qualities, qualifications and experiences that the job holder must have. [20].
A special form in which the duties of each job are written, and a name and number are given (for a specific job in particular).	A special form in which the specifications required for job holders are written, and it contains data on: age, gender, academic degrees, experience, level of intelligence, general appearance, physical characteristics, etc. [21].
List of duties, responsibilities, relationships, working conditions, and supervisory responsibilities.	These are the minimum requirements for education, experience, training, and any other specifications of knowledge and abilities necessary to perform the job accurately. [16].
The process of objectively and systematically defining the duties and responsibilities of a specific job, which clarifies the position of the job organizationally, how it is performed, and the circumstances in which it is performed. It is a standard for measuring performance that focuses on the correct content of the work.	Determining the minimum and acceptable level of human characteristics necessary for proper performance, such as: education, experience, abilities, and personal characteristics. It is a standard for measuring the individual, focusing on the characteristics required (traits, qualifications, abilities) for acceptable performance. [22].
A list of job duties, responsibilities, relationships, and working conditions.	A list of human requirements that must be met by whoever holds the position. [23].
A list of job duties, responsibilities, relationships, working conditions, and supervisory responsibilities.	A list of human requirements that must be met by the person holding the job, such as: education, skills, and personality type. [24].

The researcher believes that the first element of the job description, which is the job requirements, is a list containing the responsibilities and duties of the extension job that workers in agricultural extension are required to perform effectively and efficiently under appropriate working conditions. As for the second element, which is the requirements that the incumbent must meet, it is a list that includes the requirements that must be fulfilled. Availability of agricultural extension workers, such as scientific, psychological, and physiological qualifications, abilities, and skills to perform the extension function well.

#### **Job description objectives:**

The job description is considered a necessary step to help the extension organization manage human resources properly, it also helps the extension organization achieve its goals better and with higher quality as full knowledge of job duties and responsibilities enables the extension administration to organize these resources and set employment policies on sound foundations. The following are the objectives of the description: [25].

#### **1. Choosing the appropriate individual for the counseling position:**

The description shows the human characteristics, aptitudes, abilities, and competence that an agricultural extension worker must have to perform their job effectively. Thus, the extension administration focuses on selecting the individual who possesses the required characteristics and characteristics.

#### **2. Establishing sound training programs:**

The description provides the extension administration with sufficient data to help it solve two main problems: determining the skills on which the agricultural extension worker should be trained and the appropriate training method. Thus, it shows the knowledge and skills that the agricultural extension worker should acquire from training, in addition to the nature of the work and the components of the job, which It helps in scheduling training, and is also valuable for developing a training plan to prepare the agricultural extension worker for the new job when he is transferred or promoted, as an analysis of his original job and his new job shows the training gap required by the new job that was not needed by the original job to train the individual for.

#### **3. Laying sound foundations for transfer and promotion:**

The job description shows the skills, experience, and abilities that must be available in the agricultural extension worker who occupies each job. Thus it becomes clear which jobs are similar in terms of their human characteristics, which facilitates the establishment of sound foundations for transfer from one job to another within the extension organization. As well as the controls, time and service standards, and training courses. The qualification that an agricultural guide must pass to be promoted to a higher job level or receive a higher job position.

#### **4. Drawing up a fair wage policy:**

The description helps to give a complete description of the indicative function, the steps to accomplish it, the order in which these steps are accomplished, the time of their completion, and how to perform them. Thus, it is easy to simplify the procedures by deleting the useless steps and details that do not participate in achieving the purpose

of the indicative function, and by incorporating some Steps, or by rearranging or simplifying some steps, which leads to reducing the burden and problems and speeding up performance.

##### **5. Improving the mentoring function environment:**

The description reveals the environment that should be suitable for the agricultural extension worker and shows the aspects that should be taken care of and improved so that the workers work in appropriate environmental conditions that encourage them to perform their extension functions and raise their morale.

##### **Aspects of functional requirements:**

The aspects addressed in the job description include the requirements of the counseling position, as the conditions that the counseling position requires of the applicant are determined to fill it. The availability of these conditions does not mean that the appointment will be obtained. Still, rather this requires completing the required procedures in order to determine that the candidate fulfills the aforementioned conditions [26], which are as follows :

- A. Knowledge:** What is meant is the science and personal information required by the nature of the counseling job.
- B. Skills:** These are the executive and practical capabilities required by the nature of work in the extension organization, such as holding seminars, agricultural extension activities, training programs, and using computers.
- C. Special capabilities:** This means the capabilities that distinguish the employee applying for the extension position from others, such as his ability to innovate, his ability to dialogue, his decision-making ability, his analytical ability, and his ability to adapt and cooperate with farmers.
- D. Personal traits:** Some jobs require personal traits of a special nature. The job of an agricultural extension worker differs in its behavioral dimensions and tendencies from that of an accounting employee. This job also differs from the duties of an agricultural supervisor, whether in focus, attention, physical strength, ambition, perseverance, self-control, appearance, good behavior, tact, and others.

##### **The importance of job descriptions in agricultural organization:**

The importance of job descriptions in the extension organization lies in the optimal use of human resources (employees). The importance of job descriptions can be summarized as follows [27] :

1. Placing the right person in the right place, which reduces the possibility of error when appointed to the extension position.
2. Job descriptions help in the effectiveness and success of workforce planning programs and optimal indicative training for them.
3. Assist in preparing the organizational structure of the extension organization on accurate principles and information.
4. Work to evaluate the performance and capabilities of individuals working in agricultural extension.
5. It helps determine salary and wage categories for agricultural extension workers.
6. It is considered an indicator and program for workers and the guiding organization, to determine work requirements, and it also works to correct deviations and errors.
7. It helps prepare and divide the work to suit the individuals working in the extension organization.
8. It helps to know the capabilities and skills of individuals working in agricultural extension.
9. It helps in building a sound policy for services such as extension services and knowing the degree of risk to which workers are exposed when they engage in various agricultural activities.

##### **Ingredients for a successful job description:**

The success of extension job descriptions is linked to the following elements [28]:

1. The guidance managers support the description process with material and human resources. This support can be achieved if the managers are convinced of the importance of job descriptions and its consequences. Therefore, the importance of the description must be clarified to the extension management, the method in which it will be used, the period necessary to complete the description process, the cost of the program, and the necessary employees. To participate in the profiling process.
2. The necessity of obtaining the cooperation of agricultural extension workers and supervisors in providing the necessary and accurate data, and explaining the objectives and dimensions of the description can contribute to achieving this cooperation.
3. Providing distinguished guidance workers to collect, transcribe, analyze data and prepare a final report for job descriptions.
4. It is necessary to design a program for extension functions to specify the characterization steps and the method of collecting data

And the budget for time, costs, and extension workers.

5. Seeking the assistance of specialized experts in the job description process from outside the extension organization in cases of necessity.

##### **Dimensions that must be included in the job description for agricultural extension workers:**

The job description of counseling work includes a set of dimensions, including [29]:

1. Work integration: This is done through developing a job description that makes the agricultural extension worker feel that he is  
He performs comprehensive work, and this dimension leads to a feeling of accomplishment.
2. The importance of the work: This is through designing the mentoring job in a way that makes the employee feel that his job is an important part of a whole, whether this whole is within the mentoring organization or in the external environment.

3. Self-reliance, independence, and freedom: The benefit of this is that it creates a sense of responsibility for the agricultural extension worker when he accomplishes the extension work and gives him motivation forward. [30].
4. Feedback: This dimension helps the employee know the extent of the success of the results and achievements he has achieved.

**Conclusions:**

1. The job description achieves job justice among agricultural extension workers in obtaining promotions through an effective job evaluation system.
2. By implementing plans for the training needs and development of the skills of agricultural extension workers, the job description achieves two parts, one of which is increasing the skills of agricultural extension workers and improving extension work. The other part is developing their cultural level.
3. The job description achieves job satisfaction for workers and raises the level of job benefits provided to workers in agricultural extension.
4. The job description designs a plan for preparing human cadres and charting the career path for agricultural extension workers.
5. The job description gives powers to agricultural extension workers to make decisions commensurate with their abilities, request research into problems, and assign them greater tasks that require higher skills.
6. The job description encourages agricultural extension workers to participate in the study and make decisions. It makes the extension worker feel he is part of the extension organization and working in one work team.
7. The job description helps link bonuses to good performance of extension work, not job standards and seniority at work.
8. Job descriptions in extension work help build a sense of respect and appreciation for extension workers by praising them for the good work they have accomplished.

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## أهمية التوصيف الوظيفي للعاملين في الارشاد الزراعي (مقالة مراجعة)

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### الخلاصة

يعد جهاز الارشاد من اهم الاجهزة الزراعية التنموية التي تقدم دوراً كبيراً في احداث التنمية الزراعية وذلك لدوره في نقل المعرفة والتكنولوجيا الزراعية للمزارعين ومساعدتهم في تطبيقها، كما يعد من انجح الادوات للارتقاء بالعاملين في القطاع الزراعي بهدف مساعدتهم على تحسين وتنقيل تكاليف الانتاج الزراعي مما يؤدي الى زيادة دخل المزارعين وتحسين ظروفهم المعيشية، يعد العاملون في الارشاد الزراعي اهم دعامت و اركان العمل الارشادي لقيامهم بأدوار ومهام ارشادية متعددة وكثيرة، وما لم يكن العاملين في الارشاد الزراعي على مستوى عالٍ من التأهيل والقدرة على اداء مهامهم وادوارهم المطلوبة سوف تكون الميزانيات والامكانيات المادية والبشرية والبرامج الارشادية الزراعية لا اهمية لها، فنجاح العاملون في الارشاد الزراعي في اداء ادوارهم يتحدد ب مدى تأهيلهم و كفاءتهم الشخصية والوظيفية، لذلك يعتبر وصف الوظائف أهم عنصر لوظائف الموارد البشرية في التنظيم الارشادي الزراعي، حيث لا يمكن فهم طبيعة كل وظيفة في المنظمة الارشادية إلا من خلال اعداد التوصيف الوظيفي للعاملين في المنظمة الارشادية وبذلك يساعد التوصيف الوظيفي على تحديد المؤهلات العلمية والنفسية والفيسيولوجية والاجتماعية لشاغل الوظيفة فضلاً عن أهم الواجبات والمهام والمسؤوليات والصلاحيات والعلاقات وظروف العمل التي تتطلبها الوظيفة الارشادية المطلوبة في شاغلها ليتمكن من أدائها على أكمل وجه، ويمكن ان يساهم الوصف الوظيفي في اضافة معلومات ومعارف وحقائق عن طبيعة العناصر والمتطلبات الرئيسية التي تستند عليها ادارة العمل الارشادي لتحقيق الاهداف الارشادية التي يعمل التنظيم الارشادي لبلوغها داخل الوحدة التنظيمية.

**الكلمات المفتاحية:** التوصيف الوظيفي، العاملين في الارشاد الزراعي، الوظيفة الارشادية، منظمة الارشاد الزراعي، الموارد البشرية.