

### **Abstract**

The thesis deals with management of personnel, and primarily describes the process of the job position analysis and the specific features of nonprofit organizations, which are reflected in this sphere of management. The thesis is designed as a case study of civil association and therefore in the first place it serves to specific organization as a data source, which can be used upon realization of the main tasks of the personnel management of the organization.

Within the scope of the thesis analysis of the job positions was made in the organization and the output results were used as a basis for recommendations relating to amendments in the present job position' description and proposal of the way how to implement evaluation system and development of employees. This outcome is given in the closing part of this thesis.

The purpose of the thesis is to demonstrate benefits emerging from the job positions' analysis and its results in personnel management of nonprofit organizations on a specific example of the civil association.

### **Key words**

Personnel management

Management of human resources

Nonprofit organization

Mission

Job position

Work role

Competency