

JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION

Job Title:

Responsible to (insert job title):

Department(s):

Directorate:

Operating Division:

Job Reference:

No of Job Holders:

Last Update (insert date):

2. JOB PURPOSE

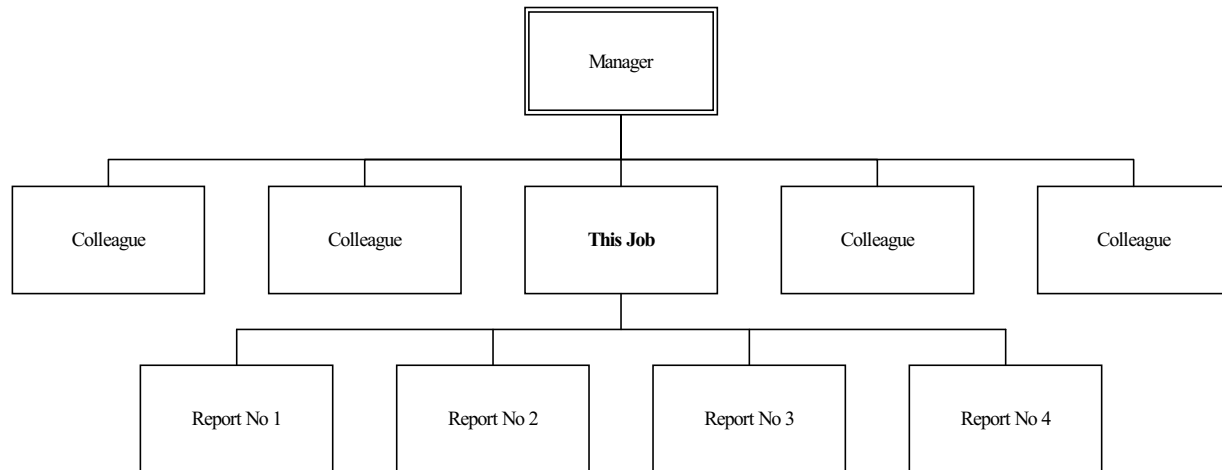
3. DIMENSIONS

To include:

- Number and level of staff supported
- Staff Management/Supervisory responsibilities, including numbers and levels
- Budgetary Responsibilities (supplies ordering, petty cash)

Client group

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

Specifically, this section should answer the following questions: -

- What services does the department, division or section provide?
- How does these services help the Organisation achieve its objectives?

6. KEY RESULT AREAS

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7a. EQUIPMENT AND MACHINERY

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7b. SYSTEMS

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8. ASSIGNMENT AND REVIEW OF WORK

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9. DECISIONS AND JUDGEMENTS

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10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB
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11. COMMUNICATIONS AND RELATIONSHIPS

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12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

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13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB
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Minimum required to undertake the role.

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14. JOB DESCRIPTION AGREEMENT	
A separate job description will need to be signed off by each jobholder to whom the job description applies.	
Job Holder's Signature:	Date:
Head of Department Signature:	Date: