

Example only. Your format should be tailored to reflect the unique needs of your organization. This may help you to do that, however, if you would like further guidance please contact us.

JOB DESCRIPTION

JOB TITLE

GRADE

REPORTS TO

DEPARTMENT

DIVISION

LOCATION

PURPOSE OF THE JOB

MAIN RESPONSIBILITY AREAS

SUPERVISORY/MANAGEMENT RESPONSIBILITIES AND RESOURCES CONTROLLED:

SPECIAL FEATURES (MAY INCLUDE REFERENCE TO SPECIAL WORKING CONDITIONS, SPECIAL TOOLS OR EQUIPMENT USED AND OTHER CONSIDERATIONS)

DETAILS OF EDUCATION REQUIRED AND QUALIFICATIONS NEEDED

DETAILS OF SPECIAL SKILLS/EXPERIENCE/APTITUDES NEEDED

SIGNATURES

Job holder **Date**

Manager **Date**