

Job description (an example)

Job title

Responsible to

Department

Number of persons so employed

1 Give briefly the basic purpose of the job and its primary objectives:

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2 Main duties: list details

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3 Supervisory and managerial responsibilities

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4 Other responsibilities: money, equipment, materials

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5 Decisions made

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6 Knowledge and skills required

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7 Special working conditions

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8 Any other relevant comments

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It is agreed that the above is a brief and concise description of the above job.

Date

Prepared by

Approved by

