Job Description Template

|  |
| --- |
| Position:  |
| Date Prepared:  | Reports To:  |
| 1. Controls:

Budget: Subordinates: |  |
| 1. Purpose:

(Describe how this job helps the organisation to achieve its goals) |
| 1. Customers:

(Indicate the people (internal and external) this job provides a service to) |
| 1. Suppliers:

(Indicate the people (internal and external) that provide input to this job) |
| 1. Responsibilities:

(List all the tasks and responsibilities of this role)* abc
* xyz
 |
| 1. Skills, Qualifications, Abilities and Knowledge required:
* Abc
* xyz
 |
| Employee: | Manager: |
| Date agreed / reviewed:  |  |