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: |  |