Job Description / Specification

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| --- |
| 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) |
| Key Result Areas  | Outcomes | Duties | Skills |
| 1. the most important parts of this job | what needs to be achieved | the way these outcomes are achieved | qualifications, knowledge, abilities & experience to do job |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| Employee: | Manager: |
| Date agreed / reviewed:  |  |