JOB DESCRIPTION & SPECIFICATION TEMPLATE

Job Title/Code

(Insert the position)

Job Objective

• (List three (3) major reasons/purpose of the job role in the organisation)

Reporting Relationship

Reports to:

Supervises:

(mention those the job incumbent supervises and interfaces with)

Interfaces with:

Job Responsibilities (In cont. of the JD in the employee's offer letter)

(List out the tasks and responsibilities)

Key Performance Indicators

(List the KPIs of the job role)

Skills/Competence Requirements

Required Knowledge, Skills & Abilities

 (List out the specific skills required for the job role)

Attributes

(Highlight the behavioural features/characteristics required of the job incumbent)

Supervisory Skills

E.g.:

- Leadership / Supervisory
- Team building / Conflict Management
- People Management

Generic Skills

- Good Interpersonal skills
- Excellent Customer Service
- Good Time Management skills
- Organizational and Work planning skills
- Computer appreciation/data entry (spreadsheet/ graphics)
- Good English Communication Skills (oral & and written)

(Edit as required for each position)

Professional Requirements

Qualification: (Academic qualification requirements, including certification)

Minimum Experience: