**Job and Responsibility List**

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| **Position**  ***Jabatan*** | **Department**  ***Departemen*** | **Duties and responsibilities *Tugas dan tanggung jawab*** | **Authority**  ***Wewenang*** | **Direct supervisor *Atasan langsung*** | **Direct subordinates *Bawahan langsung*** | **Job Specification (Education/experience) *Spesifikasi pekerjaan (Pendidikan/pengalaman)*** | **Competence *Kompetensi*** | **Indicators of success *Indikator keberhasilan*** |
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Notes: {Notes}

Issued by:  
{Issued Name}

Approved by:  
{Approved Name}