|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | {{ Job\_title}} | **Job Grade** | {{ job\_grade}} |
| **Business Unit** | {{ business\_unit }} | **Department** | {{ department }} |
| **Job Type** | {{ job\_type }} | **Location** | {{ location }} |
| **Objective/**  **Purpose of Job** | {{ job\_purpose }} | | |
| **REPORTING RELATIONSHIPS** | | | |
| **Reports to** | {{ reports\_to}} | **Supervises** | {{ supervises }} |
| **JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES** | | | |
| **Internally Relates with** | {{ internally\_relates\_with }} | **Externally Relates with** | {{ externally\_relates\_with }} |
| **Budgetary Responsibility** | {{ budgetary\_responsibility }} | | |

**Duties & Responsibilities**

{% for duties in list\_duties\_and\_responsiblities %}

* {{ duties }}

{% endfor %}

**Education; Knowledge, Skill, Attributes, Experience & other Requirement**

{% for skills in list\_education\_and\_requirements %}

* {{ skills }}

{% endfor %}

**Ensure data are used or processed for the purpose set for such data and ensure absolute confidentiality while processing or using personal data. Get the consent of the data subject before collecting, processing, and using data.**

|  |  |
| --- | --- |
| **Approved By:** |  |
| **Date Approved:** |  |
| **Next Review Date:** |  |