|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assignment Specifications Form Template** | | | | |
| *Fields marked with* ***\**** *are mandatory* | | | | |
| **Institution Information** | | | | |
| **\***Country: | | {country} | | |
| **\***Institution Name: | | {group} | | |
|  | | | | |
| **Assignment Information** | | | | |
| **\***Assignment Name (Project Name): | | {program\_title} | | |
| **\***Assignment Description: (below) | | | | |
| {summary\_line} | | | | |
|  | | | | |
| **Assignment Manager** | | | **TKN Coordinator** | |
| **\***Name: | {organized\_by\_name} | | Name: |  |
| **\***Title: |  | | Title: |  |
| **\***E-Mail: | {organized\_by\_email} | | E-Mail: |  |
| **\***Telephone: | {organized\_by\_phone} | | Telephone: |  |
|  | | | | |
| **Position Details** | | | | |
| **\***Position Title | {position\_title} | | | |
| Function/Sector | {industry} | | **\***Openings | {openings} |
| Position Category | {function} | | **\***Start Date | {start\_date} |
| Career Level |  | | **\***End Date | {end\_date} |
| Total Yrs. Of Experience | {work\_experience\_level} | | **\***Position Type | {commitment\_type} |
| Education Level | {education\_level} | | **\***Hours Per Week | {hours\_per\_week} |
| Position Country |  | | **\***Assignment Location | {location\_type} |
| City / Cities |  | | **\***Scope of Search | {search\_scope} |
| **\***Key Responsibilities; Tasks; Major Deliverables: | | | | |
| {responsibilities} | | | | |
|  | | | | |
| **\***Must Have Skills and Experience; Position Requirements; Qualifications: | | | | |
| {qualifications} | | | | |
| Nice to have Skills; Language; Volunteer Experience etc.: | | | | |
|  | | | | |
| **\***Suggested Keywords for Search: | | | | |
| {suggested\_keywords} | | | | |