

JOB DESCRIPTION TEMPLATE

INSTRUCTIONS

I. GENERAL INFORMATION

Fill out all of the information possible. It's very important to write the date of the last revision you made to this position's description so that the information you provide is as current as possible.

II. OBJECTIVE OF THE POSITION: (Reason for the position)

Think about the general responsibilities of the position. It should be broken down in to 3 parts:

1. What does the person do in that job? (Action)
2. How do they do their job? (Methodology)
3. Why do they do their job? (Expected final result)

III. PRIMARY RESPONSIBILITIES: (Work and activities specific to the position)

In this section, it is important to emphasize the different responsibilities of the position clearly. For each responsibility mentioned, you should indicate the percentage of time that the person in this function will be dedicating to that task. Also, remember to mention what the person in the position does (action), how they do it (methodology) and why they do it (expected final result).

IV. SECONDARY RESPONSIBILITIES:

Here it is important to write the responsibilities that, although aren't primary tasks, are still expected of the person in that position.

V. SUPPLIERS AND PRINCIPAL CLIENTS (Optional):

This section is an opportunity to describe the other people that the person in this position will be interacting with, and which products and services they will oversee. This point should describe the most important relationships in the position from a Client-Supplier perspective, and should detail the organizational area to which they will be receiving or providing services/products. Not every job description may use this section.

VI. PROFILE OF THE POSITION: (Requirements)

6.1 Education

Clarify what is the minimum level of education necessary for the position.

6.2 Experience

Indicate the positions or areas where it is recommended that the candidate has worked previously. You can also include the professional level within an organization that the candidate should have held previously.

6.3 Skills

In this point, you should list the skills and personality traits that are necessary for the candidate, in order of importance.

6.4 Competencies

It is important to clearly specify the competencies and general knowledge required for the job function. In a lot of cases, depending on the position, it is recommended that you specify the level of knowledge required.

VII. PROFILE OF THE POSITION: (Preferred)

This section is where you can indicate the education level, experience, skills and competencies that you would prefer, but that are not necessarily required.

DESCRIPTION OF POSITION

I. GENERAL INFORMATION:

1.1 Title of Position:					
1.2 Department or Area:			1.3 Position of Immediate Supervisor:		
1.4 Start Date:	Day		Month		Year
1.5 Location of the Position:	<input type="checkbox"/> location 1			<input type="checkbox"/> location 2, if there is more than one location	

II. OBJECTIVE OF THE POSITION: (Reason for the position)

III. PRIMARY RESPONSIBILITIES: (Work and activities specific to the position)

IV. SECONDARY RESPONSIBILITIES:

V. SUPPLIERS AND PRINCIPAL CLIENTS:

Type of Supplier	Products and Services that are received
Internal (positions)	
1.	1.
2.	2.
3.	3.
4.	4.
External (Government offices, consultants)	
5.	5.
6.	6.
7.	7.
8.	8.

Type of Client	Products and Services that are received
Internal (positions)	
1.	1.
2.	2.
3.	3.
4.	4.
External (Government offices, consultants)	
5.	5.
6.	6.
7.	7.
8.	8.

VI. PROFILE OF THE POSITION: (Requirements)

6.1 Education:		6.2 Percentage of Travel Required:
6.3 Experience (position, area, knowledge, years)	6.4 Skills (language, software, etc.)	
6.5 Competencies (strong communicator, highly creative, agent of change) 1. 2. 3. 4. 5. 6. 7. 8.		

VII. PROFILE OF THE POSITION: (Preferred)

7.1 Education:	7.2 Percentage of Travel Required:
7.3 Experience (position, area, knowledge, years)	7.4 Skills (language, software, etc.)
7.5 Competencies (strong communicator, highly creative, agent of change) 1. 2. 3. 4. 5.	