

## **Activity 01 - HRM**

### **Job Description**

#### **Part 1. Job identification information**

Job title:

Faculty:

Unit:

Superior's Title

#### **Part 2. Job Summary**

#### **Part 3. Main Duties**

#### **Part 4. Resources, Equipment and Tools**

#### **Part 5. Working Condition**

Prepared by :.....

Checked by :.....

Position :.....

Position :.....

Signature :.....

Signature :.....

Date :.....

Date :.....

## **Job Specification**

### **Part 1. Job identification information**

Job title:

Faculty:

Unit:

Superior's Title

### **Part 2. Education**

### **Part 3. Experience**

### **Part 4. Competencies**

### **Part 5. Special Qulities**

Prepared by :.....

Checked by :.....

Position :.....

Position :.....

Signature :.....

Signature :.....

Date :.....

Date :.....