

# Job description

**IT support functions**

**March 2021**

Job family:

IT support functions

Function/level:

Operational function:

Internal designation:

Management responsibility:

Brief description of the job:

Departement/unit:

Organisational unit:

Place of work:

Supervisor:

Employee:

Level of employment in %:

Valid from:

### Tasks / Competencies / Responsibilities

Please describe each task in its own text box. You can complete the corresponding competencies and responsibilities

If you take up a position including responsibility for leadership, you are responsible for:

- Ensuring the employer's duty of care, in particular occupational safety and health protection
- Complying with personnel law provisions within the scope of the duty of care, incl. time management with regard to legal requirements
- Ensuring respectful treatment in the work environment and in own management behaviour
- Implementing of the personnel law provisions and other principles in accordance with the Compliance Guide

Tasks	Share in %
<b>Total</b> (The sum of the tasks must amount to 100%)	

## Requirements

If desired, list additional requirements such as specialised knowledge, experience or required qualifications.

Date

Supervisor's signature

Employee's signature