**Job Description**

Open a video explainer:

<https://www.youtube.com/watch?v=PI6tAxbiqqg>

1. **Position Information:**

|  |  |
| --- | --- |
| Position Title: |  |
| Reports To: |  |
| Number of subordinates: |  |
| Level (management, senior, middle, junior): |  |
| Grade Range/ Salary Range: |  |

1. **Primary objective:**

|  |
| --- |
| *Insert the reason why this position is created.* |

1. **Key Results and Activities:**

|  |  |
| --- | --- |
| **Result (a)** | **Activities/Duties** |
| *Insert the outcome as if it is achieved.* | *Insert the day to day work that is required to achieve the result(a)* |
|  |
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|  |
| **Results (b)** | **Activities/Duties** |
|  |  |
|  |
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|  |
|  |
| **Results (c)** | **Activities/Duties** |
|  |  |
|  |
|  |
|  |
|  |
| **Results (d)** | **Activities/Duties** |
|  |  |
|  |
|  |

1. **Key Relationships:**

|  |  |  |
| --- | --- | --- |
|  | **Who** | **Reason and Nature of engagement** |
|  | Internal Stakeholders: |  |
| a. |  |  |
| b. |  |  |
| c. |  |  |
| d. |  |  |
| e. |  |  |
|  | External Stakeholders: |  |
| g. |  |  |
| h. |  |  |
| i. |  |  |

1. **Key Competencies (Categorize them into levels; Awareness, Knowledge, Skills, Mastery):**

|  |  |  |
| --- | --- | --- |
| *Insert competencies that you will assess during the interview or any selection process.* |  |  |
|  |  |  |
|  |  |  |

1. **Educational Qualifications:**

|  |  |
| --- | --- |
| **Specific Education Requirements:** |  |
| **Specific certifications or licenses Requirements:** |  |

1. **Years of Experience and Preferences:**

|  |  |
| --- | --- |
| **Minimum Years of Experience** |  |
| **Preferences are given to candidates with:** |  |

1. **Organizational Structure (Highlight where this position falls in the org structure)**
2. **Sign-off**

|  |  |  |
| --- | --- | --- |
| **HR** | **Manager** | **Employee:** |
| Name:  Signature:  Date: | Name:  Signature:  Date: | Name:  Signature:  Date: |