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**JOB DESCRIPTION**

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| **1. JOB TITLE** | **DISCIPLINE/SECTION** | **CURRENT JOB HOLDER** |
|  |  |  |
| **IS POST PERMANENT OR A CONTRACT?** |  |

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| **2. ROLE RELATIONSHIPS**  |
| The holder has specific job contact with: |
| S/He has general contact with:  |
| Please complete simple organisation chart to illustrate position of job holder:  |

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| **3. MAIN PURPOSE OF JOB:** |
|  |
| **4. MAIN DUTIES AND RESPONSIBILITIES:** **(Write in perceived order of Importance)** |
|  |
| **5. SPECIAL FEATURES OF JOB:** |
| **Essential Requirements** (to be used for shortlisting)**Desirable Requirements** |

**Written By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agreed By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sent to Human Resources Office 🞎 Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**