**Job Description Template**

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| **Name of the Job Holder: Review Date:**  |
| **Job Title** :  |
| **Job Location:**   |
| **Reporting to:** *(immediate supervisor or direct reports)*  |
| **Other Regular Relationship**: *(relationship with other jobs)* |
| **Immediate Subordinates**:*(who are under the direct supervision)* |
| **Overall Purpose of Job:** *(what is the reason for the existence of this job*)  |
| **Key Tasks and Responsibilities:***(what key tasks have to be carried out)*  |
| **Key Deliverables:** *(what end results are expected from this job)*  |
| **Limits of Authority:** *(how much formal authority does the job carry)* |
| **Resources Available to the Job Holder** *(what resources does the job command)* |
| **Principal Qualifications Required for Job***(what formal qualifications and what experience is required to perform the job satisfactory)*  |
| **Performance Evaluation:***(how planning, monitoring and review is taken place)*  |