**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)* |