

## Sample of Job Description

### Job Description Form

Position Title:

Division/Department:

Level/Grade:

Type of position:     Full-time         Contractor  
                               Part-time         Intern

Reports to:

Position Title:

#### Purpose of Position

(Provide a short and accurate statement to explain why this position exists in the organization. Provide organization chart for reference)

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#### Key Roles and Responsibilities:

(Typically 5-8 key accountabilities of this position)

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#### Skills, Competencies and Languages Requirements:

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#### Education Qualifications and Work Experience Requirements:

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FOR HR INTERNAL USE

Approved by:

Position Title:

Date: