**Job Description Form**

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| **Task Details** | | | |
| Job Title |  | | |
| Job Code |  | | |
| Job Category | **Job Evaluation and Description System:** | **The Cabinet:** |  |
| Job Grade |  | | |
| Line Manager |  | | |
| Administration |  | | |
| Course of Employment |  | | |
| Job Family |  | | |
| Job Sub-Family |  | | |

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| **Job Overall Objectives** |
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| **Job Dimensions** | | | |
| **Number of staff administratively relevant to Office Holder** | **Direct** | 🗖**Number of Units** | 🗖 **Number of Staff** |
| **Indirect** |  | |
| **Financial Powers** |  | | |

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| **Key Responsibilities** | | |
| **Specialized Tasks** | | **Operational Performance Indicators Examples** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
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| 8 |  |  |

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| --- | --- | --- | --- |
| **Qualifications & Experience** | | | |
| **Minimum Qualifications:** |  | | |
| **Experience:** |  |  |  |

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| --- | --- |
| **Behavioral Competencies as per Standards set forth in Performance Management System Adopted by Federal Government** | |
| **Behavioral Competencies (Level of Competence)** | **Skills** |
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| **Documentation of Procedures** | | | | |
| Setup & Arrangement (Line Manager) |  | | Date: |  |
| Review (Line Manager) |  | | Date: |  |
| **Approval (General Manager / CEO)** | | | | |
| Signature |  | Date: | |  |
| **Director of Human Resources Department** | | | | |
|  | | | | |

**Seal & Attestation**

This Job Description Card has been approved by the Federal Committee for Job Evaluation in session No. (6) On 23/11/2014 ---------- Version no. 2 of 2014

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Version 2/2014