**Job Description Template**

**[Employee name]**

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| **Job title:**  | **Function:**  |
| **Reports to:**  | **Location:**  |
| **Direct reports:**  | **Work level**:  |
| **Overall purpose of job:**  |
| **Key responsibilities:** |
| **Skills required:***Minimum professional and academic qualifications* *Minimum years of experience**Competencies and Knowledge*  |