**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* | |