|  |
| --- |
| **POSITION TITLE** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reports to** *(who does this employee report to)* |  |  | **Department** |  |

|  |
| --- |
| **Roles & Responsibilities**  *Details the job roles and responsibilities. Include the deliverables expected from the employee.* |
|  |

|  |
| --- |
| **Educational Qualifications**  *Details the targeted educational qualifications the employee should have..* |
|  |

|  |
| --- |
| **Experience, Trainings and Other Requirements**  *Details the targeted years of experience and what trainings are expected of the employee. Additional requirements such as driver’s license or soft skills.* |
|  |