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JOB DESCRIPTION FORM

- **Document Code:** HR-002
- **Version:** 1.0
- **Date:** 01/01/2025

Purpose:

To provide a **clear and structured outline of job roles, responsibilities, and expectations**, ensuring proper communication and accountability.

SECTION 1: JOB IDENTIFICATION

Field	Details
Job Title	
Department	
Job Code	
Location	
Employment Type	☐ Full-Time ☐ Part-Time ☐ Contract
Salary Range	

SECTION 2: JOB PURPOSE

(Provide a brief summary of why this role exists and its importance to the company.)

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SECTION 3: KEY RESPONSIBILITIES

#	Responsibility
1.	
2.	
3.	
4.	

SECTION 4: QUALIFICATIONS & EXPERIENCE

Minimum Qualification
Experience
Technical Skills
Soft Skills

SECTION 5: REPORTING & INTERACTIONS

Reports To
Supervises
Internal Interactions
External Interactions

Reviewed By: HR Manager **Date:**
Approved By: Managing Director **Date:**