*This tool provides an example of a job description template. You may adapt it to your business information needs and to the vacancy to be filled.*

*Your business logo Your Business Name*

*Your Business Address*

*Your business contacts*

**Job Description**

|  |  |
| --- | --- |
| Job title: | |
| Place of work: | Department/Unit: |
| Working hours: | Salary Range: |
| Description of the Company: | |
| Values of the Company: | |
| Key customers: | |
| Reports to: | Supervises: |
| Works with: | Size of the work team: |
| Job purpose: | |
| Duties & responsibilities: | |
| Working conditions (*travel, work space, etc.*) | |
| Minimum level of Education: | |
| Skills required: *(e.g. good analytical and reporting skills, etc.)* | |
| Competencies required: *(e.g. communication, teamwork, problem solving, etc.)* | |
| Qualifications/trainings required: *(e.g. certificates of specific trainings)* | |
| Prior experience: | |
| Technical skills required: *(e.g. computer skills, ability to use specific equipments)* | |
| Language skills required: *(e.g. good English reading and writing skills, language certificates with a required minimum score, etc.)* | |
| Physical requirements: *(e.g. strength to lift heavy weights)* | |
| Legal requirements: *(e.g. citizenship, work permit, etc.)* | |
| Selection process: *(optional: description of the evaluation process and timeframe)* | |
| Other: | |