Outline of a Job Description

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| --- | --- |
| Job title |  |
| Department/Section |  |
| Main purposes of job1.2.3. |  |
| Key tasks1.2.3. |  |
| Key results/objectives1.2.3. |  |
| Responsible for staff/equipment |  |
| Reporting to…(name and title of line manager) |  |