

Job Description

Job title		Approved	
Reports to		Revised	

Goals

Tasks and Responsibilities

Priority	What <i>Provide a heading (start with an action verb)</i>	How <i>List the activities (start with an action verb)</i>	When/how often <i>Indicate the deadline / frequency</i>	Objective <i>Describe how it will be evaluated or list KPIs</i>
1				
2				
3				
4				
5				
6				

Practicalities

Other