

<i>Post Nomenclature</i>	<i>Department:</i>	<i>Reporting to:</i>	<i>Job Grade/Level:</i>
<i>Job Holder's Name:</i>		<i>Supervisor's Name:</i>	
<p><b>Responsibilities:</b></p> <p>The incumbent of the position will be responsible:</p> <ul style="list-style-type: none"> <li>a) .</li> <li>b) .</li> <li>c) .</li> <li>d) .</li> <li>e) .</li> <li>f) .</li> <li>g) .</li> <li>h) .</li> <li>i) .</li> <li>j) .</li> <li>k) .</li> <li>l) .</li> </ul>			
<p><b>Key Performance Indicators:</b></p> <ul style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ul>			

**Job Specifications:**

- 1.
- 2.
- 3.
- 4.

**Decision Making authority:****Resources Allocations:****Career Progression:****Acknowledgment:**

Signatures below constitutes employee's understanding of the requirements, essential functions and duties of the position. It also testifies the agreement of the supervisor and supervisee for performance of the job.

Employee Name & Signature\_\_\_\_\_

Date\_\_\_\_\_

Supervisor's Name & Signature\_\_\_\_\_

Date\_\_\_\_\_

Next Review date:

--	--	--