

ROLE PROFILE

POSITION:		REPORTING TO (NAME):	
JOB HOLDER(S):		LOCATION:	
		DATE:	

Principal Objective of Position (the general nature, level, purpose and objective of the job):

Responsibilities:

The list should contain each and every essential job duty or responsibility that is critical to the successful performance of the job. The list should begin with the most important functional and relational responsibilities and continue down in order of significance.

The key accountabilities and associated duties include –

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End of Sample