

## Sample Template for Job Description and Person Specification

### Creating a Job Description

This template provides the major categories that you should include in your job descriptions along with an explanation of what to include in each category. Please note, however, that this is an example only, and should be modified to suit your organization's needs.

Job title	<i>The formal title of the position</i>
Department	<i>The department in which this job is located</i>
Reports to	<i>The title of the position that the job incumbent reports to</i>

#### General Summary

Provide a brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish.

- The job purpose is usually no more than four sentences long

#### Major Duties and responsibilities

List the primary job duties and responsibilities

- Identify between three and eight major duties and responsibilities for the position
- List the primary duties and responsibilities in order of importance
- Begin each statement with an action verb
- Use the present tense of verbs
- Use gender neutral language such as s/he
- Where appropriate use qualifiers to clarify the task - where, when, why or how often - for example instead of "greet visitor to the office" use "greet visitors to the office in a professional and friendly manner"
- Be precise and clear in your descriptions

#### Minor Duties and responsibilities

List the secondary job duties and responsibilities

- Identify between three and five minor duties and responsibilities for the position
- List the minor duties and responsibilities in order of importance
- Begin each statement with an action verb
- Use the present tense of verbs
- Use gender neutral language such as s/he
- Where appropriate use qualifiers to clarify the task - where, when, why or how often - for example instead of "greet visitor to the office" use "greet visitors to the office in a professional and friendly manner"
- Be precise and clear in your descriptions

### Working conditions

If the job requires a person to work in special working conditions this should be stated in the job description. Special working conditions cover a range of circumstances from regular evening and weekend work, shift work, working outdoors, physical work, working with challenging clients, and so forth.

### Key relationships

List by job title any positions to be supervised by the incumbent, and any other key relationships to be maintained in the organization

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Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>

*Ideally, a job description should be reviewed annually and updated as often as necessary.*

## Creating a Person Specification

Person specifications list the knowledge, skills, and attitude (KSAs) an individual requires to perform the job satisfactorily. Knowledge, skills, and attitude include the education, experience, work skills, and as well as working habits that are needed for this role. It is important to be specific in listing the KSAs required.

Often, they will follow a format or order similar to the one shown below:

### Qualifications

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

Qualifications include:

- Education
- Specialized Training
- Professional Certification
- Experience

### Key competencies

This describes the knowledge, skills, and attitudes required for persons completing this job.

An example of knowledge required for a finance position might be:

- A thorough understanding of Cambodian Tax Law

An example of a skill might be:

- Able to set and evaluate financial Key Performance Indicators (KPIs)
- Able to create statements for monthly cashflow, revenue, expenses, and profit and loss

An example of an attitude might be:

- Committed to delivering all reporting and documentation on time
- Detail oriented and thorough in checking accuracy of reporting and work outputs

Other characteristics such as personal characteristics might also be listed, such as 'honest' or 'discreet'.

### Physical requirements

If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth.