

Job Description Template

1. Role :
2. Designation :
3. Grade/Level :
4. Individual Contributor/Supervisory :
5. Department/Function :
6. Relevant Work Experience (in years) :
7. Key Responsibilities /Deliverables:
8. Key Result Areas (KRAs) :
9. Key Performance Indicators (KPIs) :
10. Education :
11. Relevant Skills-
 - a. Technical :
 - b. Soft skills :
 - c. Supervisory skills :
 - d. Unique/Specific skills :
12. Certifications :
13. Reports to :
14. No: of Direct Reports into this role :
15. Travel required : Local/Domestic/International : If yes %ge time required towards such travel.