**JOB DESCRIPTION TEMPLATE**

This Job Description Template is designed to help SMEs define roles, responsibilities, and expectations for each employee in a structured and professional manner. It ensures clarity and aligns every staff member with the organization’s vision and goals.

|  |  |
| --- | --- |
| **Job Title** |  |
| **Department** |  |
| **Reports To** |  |
| **Date Created/Updated** |  |
| **Job Purpose** |  |
| **Key Responsibilities** |  |
| **Qualifications and Experience** |  |
| **Skills and Competencies** |  |
| **Working Conditions** |  |
| **Performance Metrics** |  |
| **Compensation Range** |  |
| **Approval and Review Signature** |  |