

	Current Revision: <i>ver 1.0</i> Policy Number:	
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JOB DESCRIPTION

DOCUMENT APPROVAL

	Name	Signature	Date
Responsible Person:			
Approved by		<div>Key words: Reference documents:</div>	
Approved by			

Date of Last Review:

LOCATION:

POSITION IN MUNICIPALITY:

SUPERVISOR 2ND _____.

SUPERVISOR 1ST _____.

INCUMBENT _____.

MAJOR PERFORMANCE AREAS (the what to do)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

PARAMETERS OF THE WORK ENVIRONMENT

1. _____.
2. _____.

JOB SPECIFICATION

1. Formal education or NQF equivalent _____
2. Additional training/requirements _____
3. Minimum experience

OTHER SPECIAL CONDITIONS/ REQUIREMENTS

- 1. _____
- 2. _____

Incumbent name

Signature

Date

Managers

Signature

Date

ELEMENTS OF MAJOR PERFORMANCE AREAS (the how to)

Note that the nature of the activity has been clearly specified in each instance (for example, assists, schedules) and where applicable, the person/body with whom the incumbent interacts on the activity, the regularity/deadline for the activity, and the relevant documentation (source of information or output/evidence guide) for the activity has been included

1. _____

1.1 _____

1.2 _____

1.3 _____

1.4 _____

2. _____

2.1 _____

2.2 _____

2.3 _____

2.4 _____

2.5 _____

3. _____

3.1 _____

3.2 _____

3.3 _____

3.4 _____

4. _____

4.1 _____

4.2 _____

4.3 _____

4.4 _____

5. _____

5.1 _____

5.2 _____

5.3 _____

5.4 _____

5.5 _____