**Job Description**

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| **Job title:** | [Insert Job Title Here] |
| **Job type:** | [Full-time/Part-time] |
| **Location:** | [Insert Location Here; include travel requirements if applicable] |
| **Salary/rate:** | [Include remuneration if possible] |
| **Reporting to:** | [Insert supervisor’s title] |
| **Requirements:** | [Any special requirements such as language requirements] |

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| **Company Overview:** | [Provide a brief description of your organization, including the markets you operate in, products and services offered, mission statement, culture, and values.] |
| **About the role:** | [High level summary of the role including an overview of the job’s main purpose, who the job holder will report to and how the job contributes to the organisation’s success. In larger firms, some information about the department the role sits within would be helpful.] |
| **Responsibilities:** | * [Provide a bullet-pointed list outlining the primary duties of the position.]
* [Emphasize overarching responsibilities rather than detailing every specific task.]
* [Specify key interactions: identify stakeholders the role will collaborate with and any teams or projects the candidate will oversee.]
* [Clarify the outcomes or deliverables for which the individual will be held accountable.]
* [Aim to include between 6-10 concise bullet points in this section.]
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| **Candidate requirements:** | * [List the essential skills, experiences, and qualifications necessary for success in the role.]
* [Be as specific as possible, incorporating quantifiable details (e.g., "Minimum of 3 years managing a team of 5 or more").]
* [Ensure that the criteria focus solely on professional qualifications and abilities, avoiding any language that could be discriminatory based on personal attributes such as age or gender.]
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| **Application Process:** | [Provide clear instructions on how to apply, specifying required documents (e.g., resume, cover letter), submission methods (e.g., email, online portal), application deadlines, and contact information for inquiries.] |

**Contact us to apply**

[Write a compelling call-to-action encouraging candidates to apply, detailing who to contact and how including the recruiter's or hiring manager's name and email address.]