

JOB INCUMBENT	Name and Surname of job holder	PERSONNEL NUMBER	Staff number
JOB TITLE	Job title of job holder	PEROMNES LEVEL	if unsure, please leave out
DEPARTMENT	Please indicate department and section	SUPERVISOR/MANAGER	the position of supervisor (Name of Supervisor) E.g. Director: Director: Department of ... (Mr A Long)
ACADEMIC / SUPPORT SERVICES	Support	HEAD OF DIVISION	

REPORTING STRUCTURE

This refers to persons on whom, or institutions/entities/organisations on which the activities of the job impact or persons directly influenced by the activities of the job.

OUTSIDE UFS:

- E.g. Prospective students

WITHIN UFS:

- E.g. Lecturers

MAIN PURPOSE OF THE JOB (why the position exists)

(Why does this position exist? 1 to 2 sentences)

KEY RESPONSIBILITY AREAS (KRA'S)

Kindly list the KRA's of the position (e.g. office administration, strategic planning, project management)

DUTIES AND RESPONSIBILITIES TO KRA

Please type all your duties and responsibilities here.

QUALIFICATIONS / EXPERIENCE REQUIRED FOR THE POST

EDUCATIONAL QUALIFICATION (Please state the minimum qualification necessary to perform this job)

- x

EXPERIENCE IN YEARS (Please state the minimum years of experience necessary to perform this job)

- x

THIS SECTION APPLIES TO THE COMPETENCY PROFILE

EXPERIENCE IN KNOWLEDGE (This section outlines the knowledge required for this position and should be linked to the inherent requirements of this position)

- X (e.g. Knowledge of Blackboard) Please note that we only require the knowledge necessary to perform the job, no skills should be listed here.

For example an HR position :

- **Demonstrates thorough knowledge/ understanding of HR theories and best practices.**

COMPETENCIES REQUIRED

- Business Acumen
- Results Orientated
- Strategic Thinking
- Leading
- Building Coalitions

****This is the competencies required for all positions within the University. Please do not add or remove any competencies.**

**Leadership / Specialist
Pathway:**

Choose an item.

Level of Work:

Choose an item.

This section outlines the pathway and level of work for this position. This section is determined by HR