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| Update regarding the Stellenbosch University Library Refurbishment Project  - Announcements | **JOB DESCRIPTION** | DT000014 |

JOB DETAILS

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| --- | --- |
| Job Title |  |
| Job Family |  |
| Job Cluster |  |
| Faculty/Responsibility Centre (RC)/ Division |  |
| Department/Centre/ School/Unit |  |
| Job Reports to (Title and Grade) |  |
| Direct Reports (Title and Grade) |  |
| Peer Relationships |  |
| Job Grade |  | Date Last Graded (if known)/New Role |  |
| Date of Compilation  |  |

OVERVIEW OF ORGANISATIONAL UNIT

(Short summary of the unit)

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JOB DESCRIPTION

(Please try to limit the Key Performance Areas (KPAs) to between five and seven where possible. The percentage of time spent on all KPAs should add up to 100% in total)

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| --- | --- | --- |
| **Key Performance Areas** |  **Objectives** | **Weighting****%** |
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**MINIMUM REQUIREMENTS**

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| Minimum qualifications |  |
| Minimum experience(type and years of experience) |  |
| Skills (Eg. Data entry, Record keeping, Office management) |  |
| Knowledge(Eg. Knowledge of office management systems and procedures. Understanding of document control and recordkeeping practice) |  |
| Professional registration or license requirements |  |

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|  | **PRINT NAME** | **JOB TITLE** | **SIGNATURE** | **DATE** |
| Line Manager |  |  |  |  |
| Final Approver |  |  |  |  |
| Human Resources |  |  |  |  |

Please ensure a copy of the current organisational structure is attached to accompany this job description. The organisational structure must reflect this role as well.