

# JOB DESCRIPTION

**Please be sure to complete this position description in its entirety. Incomplete descriptions delay posting and grading. The grade will be determined by HR Compensation and Benefits unit.**

**Position Title** **Type of position** **Grade (for HR use only)**

Division Department Country

Incumbent's Name (if applicable) \_\_\_\_\_ Date Submitted to HR \_\_\_\_\_

## Job Summary

In a brief paragraph, state the position's overall purpose or objective, highlighting the general functions for which the position is responsible. Why does the position exist and what must it accomplish. **IMPORTANT: This section, along with the "Qualifications" section will appear in the CARE Career Site and outside job posting sites, so please describe fully.**

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### Responsibilities and Tasks

Describe the major responsibilities, principal tasks, competencies and end results for which the position is accountable (limit responsibilities to five). Include WHY it is done and the impact to the organization. List the responsibilities in the order of importance and state the percentage of time the employee spends on each responsibility during a typical year.

#### JOB RESPONSIBILITY 1

% of time

#### JOB RESPONSIBILITY 2

% of time

**JOB  
DESCRIPTION****JOB RESPONSIBILITY 3****% of time****JOB RESPONSIBILITY 4****% of time**

## JOB DESCRIPTION

### JOB RESPONSIBILITY 5

% of time

### JOB RESPONSIBILITY 6

% of time

### OTHER RESPONSIBILITIES AS ASSIGNED

% of time

**JOB  
DESCRIPTION****Qualifications (Know How)**

Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization's expectations for job performance. Also include the education, experience, and skills desired for the position.

**Education / Training**

E.g. high school diploma; college degree (specify major/minor); specialty (ex. Accounting). Include the following phrase when possible: "or equivalent combination of education and work experience."

**Required****Desired****Experience/Technical Skills**

Number of months/ years of previous professional experience in a similar position.

Examples: languages; planning; budgeting; word-processing, basic accounting; advanced written communications; presentations; fundraising; training/facilitation, etc.

**Required****Desired**

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### Problem Solving

Click on each level (1, 2 or 3) to indicate which of the below levels of problem-solving this position will face, and why the position falls into that category.

Select Level:



Comments:

### Competencies

Given the responsibilities and level of accountability of the position, please list the performance competencies in order of importance. These will be used both for recruitment and performance management. Must choose a minimum of four competencies. [Click here](#) to view the Competencies and their definitions

1.	4.	7.
2.	5.	8.
3.	6.	9.

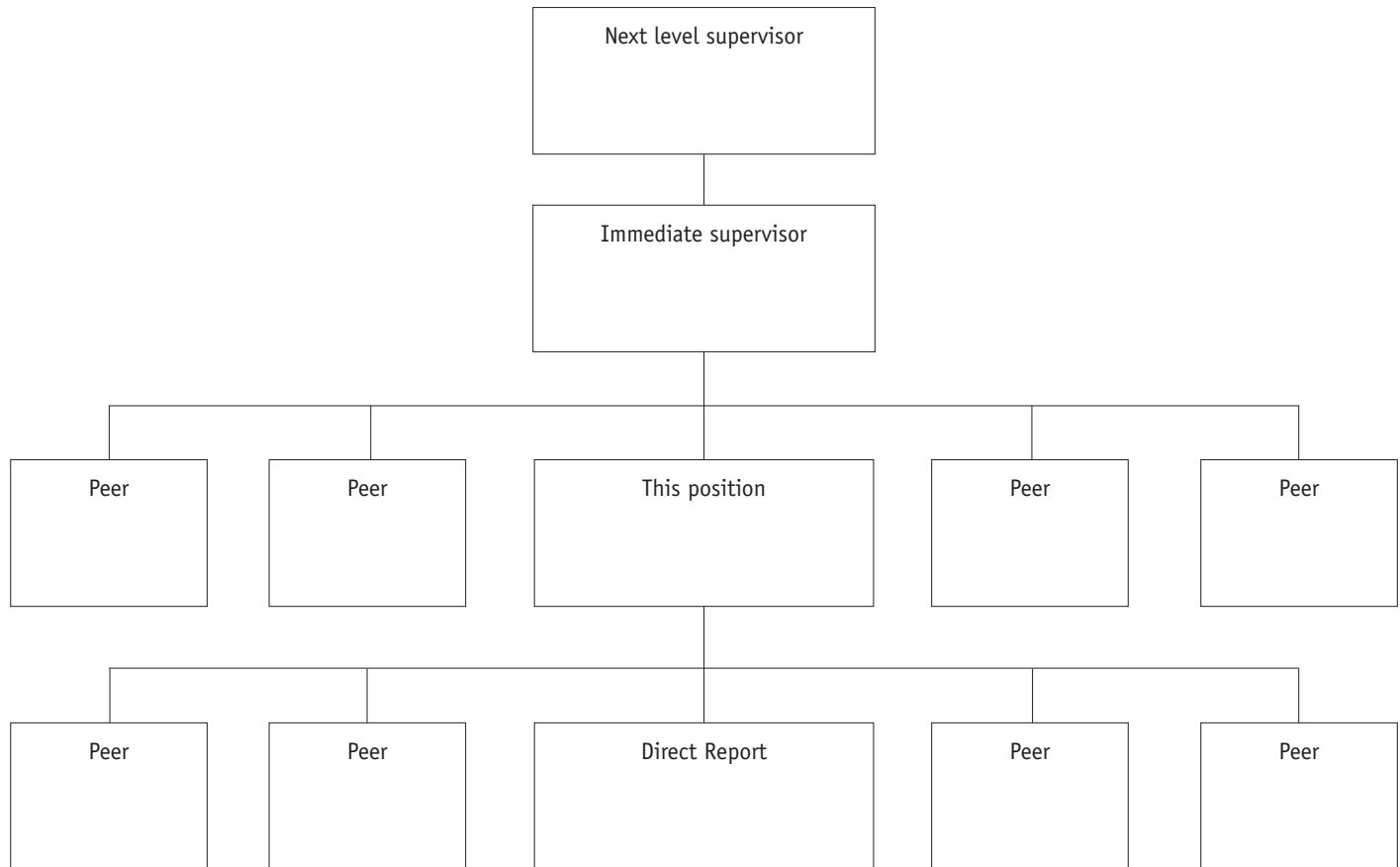
### Freedom to Act / Impact

Please select the level of responsibility/contribution:

### Financial Accountability

(if no budget is managed, please enter \$0)      Dollar amount of budget managed

## Organization



Supervisor's signature

Date

Employee's signature

Date