

1. Name of institution	JOB DESCRIPTION	Approve _____ <i>Head of institution</i> _____ <i>Date</i>
2. JOB TITLE		2.1 JOB STATUS
3. STRUCTURAL UNIT		
4. OCCUPATION CODE	5. JOB FAMILY AND LEVEL	
6. DIRECT MANAGER	FUNCTIONAL MANAGER	
7. IS REPLACED WITH	REPLACED WITH	
8. INTERNAL COOPERATION	EXTERNAL COOPERATION	

9. POSITION OBJECTIVE			
10. OFFICIAL DUTIES			
	DUTY	SIGNIFICANCE, %	STANDARDS FOR DISCHARGE OF OFFICIAL DUTIES
10.1	10.1.1 10.1.2 10.1.3		
10.2	10.2.1 10.2.2 10.2.3		
10.3	10.3.1 10.3.2 10.3.3		

11. COMPETENCIES	
11.1	
11.2	
11.3	
12. PROFESSIONAL QUALIFICATION	
12.1 EDUCATION	
12.2 PROFESSIONAL EXPERIENCE	
12.3 PROFESSIONAL KNOWLEDGE AND SKILLS	
12.4 GENERAL KNOWLEDGE AND SKILLS:	

13. JOB RESPONSIBILITY	
14. JOB RIGHTS	
15. OTHER INFORMATION	
HEAD _____ / _____ / _____ <i>signature name, surname date</i>	
EMPLOYEE _____ / _____ / _____ <i>signature name, surname date"</i>	