|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title: |  | | | | | | | | Reference: | |
|  | |
| Date of JD: |  | | | | | | | | **Version:** |  |
| Provided by: | **Title: Name:** | | | | | | | | | |
| Job Summary: |  | | | | | | | | **Grade** | |
|  | |
| Department Operations Summary (Purpose) |  | | | | | | | | | |
| Reporting to: (Single or Dual) | | | | | | **Grade:** | **Dept. Head, Division & Location:** | | | |
| Name: | | | **Title:** | | |  | Dept. Head: | | | |
| Division: | | | |
| Location: | | | |
| Name: | | | **Title:** | | |  | Dept. Head: | | | |
| Division: | | | |
| Location: | | | |
| Routine Job Responsibilities; Functional accountability of this role without supervision: | |  | | | | | | | | |
| Special Work Responsibilities: | |  | | | | | | | | |
| Coaching or Staff Training Responsibilities: | |  | | | | | | | | |
| Key Deliverables: | |  | | | | | | | | |
| Key Coordination: | | **Departmental** | |  | | | | | | |
| **Co worker** | |  | | | | | | |
| Reports: (Delivery/Output Reporting) | |  | | | | | | | | |
| Dress Code: | | **Duty Hours:** | | | **Shift timings:** | | | **Leave Day: (Weekday/Sun)** | | |
|  | |  | | |  | | |  | | |
| Key Targets and Objectives 2019 | |  | | | | | | | | |
| IMPORTANT  The abovejob descriptionis intended to describe the essential functions and the general nature of work being performed by the individuals assigned to this job. The primary responsibilities are not intended to be a comprehensive inventory of all duties, tasks and skills required in this job. The description and location is subject to change by the company as the needs of the job change.  MFF is a organization that invests in the development and training of its people. All staff must abide by the job responsibilities allocated ensuring opportunities given by the company to train are fully utilized in polishing your skills.  MFF would insist all staff members to adopt a culture where a clean working environment is promoted and maintained within allwork areas.  All staff are required to abide by our safety and security policies.  All the staff must assist the company in supporting and sharing the responsibility for environmental. | | | | | | | | | | |
| I HAVE READ AND UNDERSTOOD THE DESCRIPTION GIVEN AND FULLY UNDERSTAND WHAT IS EXPECTED OF ME.  SIGNED:………………………………………………………………………..  DATE:………………………………………………………………………….. | | | | | | | | | | |