**JOB SPECIFICATION**

**example**

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| --- | --- |
| **Job Title** |  |
| **Location** |  |
| **Reporting to** |  |
| **Key Purpose** | The purpose of this position is to |
| **Qualifications & Experience required** | * Matric * Xxx Certificate/Degree/Diploma * xxx years xxx experience   Fully computer literate on:   * xxx |
| **Key Duties & Responsibilities** | The successful applicant will be responsible for but not limited to the following broad job functions (from most important to least): |
| **Competencies required** | * High attention to detail and accuracy * Able to work well under pressure * Strong customer focus and service delivery * Self-motivated, dedicated * Team player * Proactive |
| **Salary on Offer** | * R |