**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
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