

**Job Description Template for Administrative Assistant Post Grade X to AO  
Ref #:**

 

**1. Job Title:**

**Discipline/Section:**

**Is post Permanent or a Contract?**

**2. Role Relationships**

**The post holder has specific job contact with:**

[insert details]

**The post holder has general contact with:**

[insert details]

**Organisation chart to illustrate position of job holder:**

[insert organisational chart]

**3. Main Purpose of Job**

[Insert Main Purpose of the job here]

**4. Main Duties and Responsibilities**

[Insert Main duties and responsibilities (in perceived order of importance)]

**5. Special Features of Job**

**The successful candidate will demonstrate the Eligibility requirements below:**

**Essential Requirements**

**Desirable Requirements**