**MINISTRY OF FINANCE**
**INFORMATION TECHNOLOGY AND COMPUTING SERVICES**

# POSITION DESCRIPTION

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**POSITION TITLE:** _____

**GRADE:** _____

**POST HOLDER:** _____

**SECTION:** _____

**REPORTS TO:** _____

**TEAM:** _____

**AUTHOR:** _____

**SIGNATURE:** _____ **DATE:**_____

**APPROVED BY:** _____

**SIGNATURE:** _____ **DATE:**_____

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**PRIMARY PURPOSE:**

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**POSITION DIMENSION:**

**NATURE AND SCOPE:**

***1.REPORTING RELATIONSHIPS***

***2.ROLE OF MIN/DEPT/DIVISION/SECTION***

### *3. ROLE OF POSITION*

### *4.ROLE OF SUBORDINATE IF THEY EXIT*

### *5.INTERPERSONAL RELATIONSHIPS*

### *6.CHALLENGES AND DEVELOPMENTS*

## *7.AUTHORITY LEVELS (IF APPROPRIATE)*

## *8.REPORTING*

## *9. PRINCIPAL (SPECIFIC ACCOUNTABILITIES)*

### *a) Planning and Policy*

### *b) Organising and Operating*

### *c) Personnel and Organisation*

***d) Interpersonal Communications***

***e) Controlling, Regulating and Reporting***

## *10.KNOWLEDGE/SKILLS/EXPERIENCE*

## *11.ORGANISATION STRUCTURE*