**Job Specification Template**

**Job Title:**  
[Insert the title of the role, e.g. Office Administrator]

**Department:**  
[Insert department name]

**Reports To:**  
[Insert job title of the person this role reports to]

**Location:**  
[Insert work location]

**Job Purpose:**  
A short paragraph describing the overall purpose of the role (e.g. “To provide administrative support and ensure efficient office operations.”)

**Key Responsibilities:**

* [Bullet list 5–8 main duties]
* [E.g. Maintain filing systems, respond to emails, schedule meetings]

**Minimum Qualifications:**

* [e.g. Grade 12 / NQF Level 4 qualification]
* [e.g. Certificate in Office Administration or related field]

**Experience Required:**

* [e.g. 1–2 years in a similar administrative or clerical role]
* [Experience using MS Office or other relevant software]

**Skills and Competencies:**

* [e.g. Attention to detail, time management, problem-solving]
* [e.g. Good verbal and written communication]

**Personal Attributes:**

* [e.g. Reliable, professional, organised]
* [e.g. Able to work independently and as part of a team]