Template for job profile and qualification requirements for technical/administrative positions

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| **Job title:**  |
| **Unit:**  |
| **Manager/reporting relationship:**  |

**Job profile**

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| **Purpose and description of the position:**What are the unit’s specific objectives and/or strategy? What is the purpose of this position? In what way should the person in this position contribute to this?**Tasks:***When you set out to hire a new employee, you should consider what tasks the position currently involves and what tasks are expected to be included in the long term.* **Responsibilities and authority:***You should also consider the responsibilities and authority associated with the position. The more thorough you describe the position and the tasks, the easier it will be to prepare a targeted job advertisement.* |

**Qualifications requirements (professional and personal):**

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| When you hire a new employee, it is important to consider the **professional** and **personal** qualifications required for the position. This is based on the tasks, responsibilities and authority, if any, that have been identified in the job profile. It is also important to look at the other employees in the unit and their professional qualifications and personal profiles. Consider what additional qualifications and skills could benefit the unit.**Professional qualifications (relevant to the position):***Outline the professional qualifications required for the job.* *Examples of considerations regarding professional qualifications might be:* * *What* ***qualifications*** are *required as a minimum?*
* *What* ***relevant experience*** *from previous positions is necessary/considered an advantage?*
* *What specific* ***professional areas of interest, qualifications, language skills, IT knowledge*** *etc. are needed in the position in question?*

**Personal qualifications/social skills (relevant to the position):***In addition to the professional qualification requirements, it is important to specify what personal skills are expected in the position. This may be based on* ***the culture, values and* *tone*** *you have and want in the unit in the future, because it is important that the new employee is a good match for the unit.* *You should also consider* ***who*** *the new employee will collaborate with in the position, and the personal skills required.* |