

JD-AC-002 ??????????- ??????

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???????????????????? (Job Purpose)

1. ?????????????????????, ?????????????????
2. ?????????????????????
3. ?????????????????????

???????????????? (Key Responsibilities)

???????? / ???????? (Key Responsibilities and Activities)	???????? ???? (Key Objectives)	???????? ???? (Performance Indicators)
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<p>1. 项目背景</p> <p>2. 项目目标</p> <p>3. 项目范围</p> <p>4. 项目组织</p> <p>5. 项目计划</p> <p>6. 项目执行</p> <p>7. 项目监控</p> <p>8. 项目收尾</p>	<p>1. 项目背景</p> <p>2. 项目目标</p> <p>3. 项目范围</p> <p>4. 项目组织</p> <p>5. 项目计划</p> <p>6. 项目执行</p> <p>7. 项目监控</p> <p>8. 项目收尾</p>	<p>1. 项目背景</p> <p>2. 项目目标</p> <p>3. 项目范围</p> <p>4. 项目组织</p> <p>5. 项目计划</p> <p>6. 项目执行</p> <p>7. 项目监控</p> <p>8. 项目收尾</p>
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<div>XXXXXXXXXXXX</div>	<div>/XXXXXXXXXXXX</div>	<div>/XXXXXXXXXXXX</div>	(Major Challenges)
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<div>- XXXXXXXXXXXXXXXXXXXXXXXX</div>	<div>/XXXXXXXXXXXX</div>		
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<div>- XXXXXXXXXXXXXXXXXXXXXXXX</div>	<div>XXXXXXXXXXXX</div>		

XXXXXXXXXXXXXXXXXXXXXXXXXXXX (Subordinate's Responsibilities)

<div>XXXXXX</div> (Position)	<div>XXXXXXXXXXXX</div> (Job Scope)

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(Job Specifications)

XXXXXXXXXXXX

(Education Background)

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XXXXXXXXXXXX/XXXXXXXXXXXXXXXXXXXX/XXXXXXXXXX

(Certification/Licensing)

XXXXXXXXXXXXXXXXXXXX

(Professional Experiences)

- XXXXXXXXXXXXXXXX-XXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

(Competencies)

XXXXXX (Knowledge)	XXXX (Skills)	XXXXXXXXXXXXXXXXXXXX XX /XXXXXXXXXX (Mental Abilities/Personalities)
- XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX	- XXXXXXXXXXXXXXXXXXXX Microsoft Office - XXXXXXXXXXXXXXX , XXXXXXXXXX XXXXXXX	- XXXXXXXXXXXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX - XXXXXXX / XXXXXXXXXXXX - XXXXXXX - XXXXXXX

XXXXXXXXXXXX

(Others)

- XXXXXXXXXXXXXXXXXXXX	BC Account XXXXXXXXXXXXXXXXXXXX
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XXXXXX (Prepare By)	XXXXXXXXXX (Approved By)	XXXXXXXXXXXXXXXXXXXX (Acknowledged By)
(.....) XXXX,./...../.....	(.....) XXXX,./...../.....	(.....) XXXX,./...../.....