

# Job Description

- JD-CD-001 [REDACTED] - [REDACTED]
- JD-CD-002 [REDACTED]
- JD-CD-003 [REDACTED]
- JD-CD-004 [REDACTED]
- JD-CD-005 [REDACTED]
- JD-CD-006 [REDACTED]

# JD-CD-001

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?????????? ( )	?????????? - ?????????	?????????? ( )	Financial Manager
???	?????????? - ?????????	???	?????????
?????????? ??	?????????? ?????????	?????????? ??	G5

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

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

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

????????????? / ????????????? <b>(Key Responsibilities and Activities)</b>	????????????????????? ????? <b>(Key Objectives)</b>	????????????????????? ????????????? <b>(Performance Indicators)</b>
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1. [ ]
2. [ ]
3. [ ]
4. [ ]
5. [ ]
6. [ ]
7. [ ] [ ]

[ ]

(Subordinate' s

**Responsibilities)**

[ ] (Position)	[ ]	[ ] (Job Scopes)
[ ]	1	
[ ]	1	
[ ]	1	
[ ]	1	
[ ]	5	
[ ]	1	
[ ]	2	
[ ]	2	
[ ]	1	
[ ]		
[ ]	15	

[ ]

(Working Relationship)

[ ] / [ ] ( [ ] / [ ] ) (Organization/Business Unit)	[ ] (Tasks)	[ ] (Frequency)
1. [ ]	[ ]	[ ]
2. [ ]	[ ]	[ ]
3. [ ]	[ ]	[ ]
4. [ ]	[ ] - [ ]	[ ]



<p>(.....)</p> <p>□□□□    ...../...../.....</p>	<p>(.....)</p> <p>□□□□    ...../...../.....</p>	<p>(.....)</p> <p>□□□□    ...../...../.....</p>
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<input type="checkbox"/> (Item)	<input type="checkbox"/> (Amount/Authorized level)		
	<input type="checkbox"/> (Own Decision)	<input type="checkbox"/> (Consulted by Superior)	<input type="checkbox"/> <input type="checkbox"/> (Superior Approval)
<input type="checkbox"/> <input type="checkbox"/>	/	/	/
<input type="checkbox"/> <input type="checkbox"/>	/		
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**(Working Relationship)**

<input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
1. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> , <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
2. <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
3. <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
4. <input type="checkbox"/>	<input type="checkbox"/> , <input type="checkbox"/> , <input type="checkbox"/>	<input type="checkbox"/>
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**(Job Specifications)**

**(Education Background)**

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/  /   
 (Certification/Licensing)

(Professional Experiences)

1.  ,  ,  5   
 2.   
  
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(Competencies)

<input type="text"/> (Knowledge)	<input type="text"/> (Skills)	<input type="text"/> <input type="text"/> / <input type="text"/> (Mental Abilities/Personalities)
1. <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> Office <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

(Others)

-     
  
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<input type="text"/> (Prepare By)	<input type="text"/> (Approved By)	<input type="text"/> (Acknowledged By)
(.....) <input type="text"/> ...../...../.....	(.....) <input type="text"/> ...../...../.....	(.....) <input type="text"/> ...../...../.....








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**(Financial Responsibilities/Authorization)**

XXXXXX (Item)	XXXXXXXXXXXXXXXXXXXX (Amount/Authorized level)		
	XXXXXXXXXXXX □ (Own Decision)	XXXXXXXXXXXX □ (Consulted by Superior)	XXXXXXXXXXXX XXXXXXXXXX (Superior Approval)

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**(Working Relationship)**

XXXXXXXXXX / XXXXXXXXXXXXXXXXXXXX □□	XXXXXXXXXXXXXXXXXXXX □□	XXXXXXXXXX
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**(Job Specifications)**

XXXXXXXXXXXX

**(Education Background)**

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**(Professional Experiences)**



# JD-CD-004 ??????????????????????

职位名称 ( ) 职位	所属部门 职位	职位等级 ( ) 职位	Collection Staff
职位	职位	职位	职位
职位 职位	职位 职位	职位 职位	G2

## 职位描述

### (Job Purpose)

- 职位 / 职位  
 职位描述
- 职位描述

## 关键职责

### (Key Responsibilities)

职位名称 / 职位 (Key Responsibilities and Activities)	职位 (Key Objectives)	职位 (Performance Indicators)
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<p>2.</p> <p>XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX</p>	<p>1.1</p> <p>XXXXXXXXXXXXXXXXXXXX XXXX / XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXX . XXXXXXXX</p> <p>1.2</p> <p>XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX</p> <p>1.3</p> <p>XXXXXXXXXXXXXXXXXXXX XXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX</p>	<p>XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXX XXXXXXXXXXXXXXXXXXXX</p>
<p>XXXXXXXXXXXX / XXXXXXXXXXXX (Key Responsibilities and Activities)</p>	<p>XXXXXXXXXXXXXXXXXXXX XXXX (Key Objectives)</p>	<p>XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX (Performance Indicators)</p>






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(Working Relationship)

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(Job Specifications)

XXXXXXXXXXXXXXXXXX

(Education Background)

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/XXXXXXXXXXXXXXXXXXXX

/XXXXXXXXXX

(Certification/Licensing)

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XXXXXXXXXXXXXXXXXXXX

(Professional Experiences)

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XXXXXXXXXXXXXXXXXXXX

(Competencies)









<input type="checkbox"/> (Item)	<input type="checkbox"/> (Amount/Authorized level)		
	<input type="checkbox"/> (Own Decision)	<input type="checkbox"/> (Consulted by Superior)	<input type="checkbox"/> <input type="checkbox"/> (Superior Approval)

(Working Relationship)

<input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
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(Job Specifications)

(Education Background)

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/ /  
 (Certification/Licensing)

(Professional Experiences)

1

(Competencies)

<input type="checkbox"/> (Knowledge)	<input type="checkbox"/> (Skills)	<input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> (Mental Abilities/Personalities)
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<p>- [Redacted] [Redacted] [Redacted] - [Redacted] [Redacted] [Redacted]</p>	<p>- [Redacted] Microsoft Office - [Redacted], [Redacted] [Redacted] - [Redacted] [Redacted] [Redacted] [Redacted] [Redacted], [Redacted], [Redacted], [Redacted] [Redacted] [Redacted]</p>	<p>- [Redacted] - [Redacted] [Redacted] [Redacted] - [Redacted] / [Redacted] - [Redacted] - [Redacted] [Redacted] [Redacted], [Redacted] - [Redacted] [Redacted] [Redacted]</p>
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[Redacted] (Others)

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