

# JD-DS-004 ????????????

XXXXXXXXXX ( XXX )	XXXXXXXXXX XXXXX	XXXXXXXXXX ( XXXX )	Administration
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XXXXXXXXXX XX	XXXXXXXXXX XXXXXXXXXXXX	XXXXXXXXXX XXX	G3

XXXXXXXXXXXXXXXXXXXX (Job Purpose)

XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
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XXXXXXXXXXXX (Key Responsibilities)

XXXXXXXXXX / XXXXXXXX (Key Responsibilities and Activities)	XXXXXXXXXXXX XXXX (Key Objectives)	XXXXXXXXXXXX XXXXXX (Performance Indicators)
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[illegible]




















































### (Major Challenges)

1.
2.

(Subordinate's Responsibilities)

<div> <div>□□□□□□</div> <div>(Position)</div> </div>	<div> <div>□□□□□□□□□□</div> <div>(Job Scope)</div> </div>

(Working Relationship)

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<p>  -  </p>	<p>             (DO)         </p>	<p>  </p>
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<p>  -   </p>	<p>    /              (LP)         </p>	<p>  </p>
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## (Job Specifications)

1.
2.
3.
4.

XXXXXXXXXX

(Education Background)

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XXXXXX XXXXXXXX

XXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXX

(Professional Experiences)

\*XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXX

(Competencies)

1. XXXXXXXXXXXXXXXXXXXXXXXX  
2. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
3. XXXXXXXX

XXXXXXXXXX

□ (Others)

- XXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXX

XXXXXXXXXX (Prepare By)	XXXXXXXXXX (Approved By)	XXXXXXXXXXXX (Acknowledged By)
(.....) XXXXXX ...../...../.....	(.....) XXXXXX ...../...../.....	(.....) XXXXXX ...../...../.....