

9. ?????????

???????? ( )	??????	???????? ( )	Secretary
????	????	????	????
???????? ??	???????? ??	???????? ??	G3

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

????????????????????  
????????????????????  
????????????????

????????????????

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

???????? / ???????? (Key Responsibilities and Activities)	???????? ???? (Key Objectives)	???????? ???? (Performance Indicators)
???? - ???? ???? ???? - ???? ???? - ???? ???? - ???? ???? - ???? ???? - ???? ????	- ???? ???? ???? - ???? ?? - ???? ?? - ???? ????	- ???? ???? ?? - ???? ???? ???? - ???? - % ????

<p>XXXXXXXXXXXXXXXXXXXX</p> <p>- XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>- XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>- XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p> <p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>X</p>	<p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXX XXXXXXXX</p> <p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXX</p>	<p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p> <p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX /XXXXXX</p>
<p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXX</p> <p>- XXXXXXXXXXXXXXXXXXXX</p> <p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXX</p> <p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXX</p> <p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p>	<p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XX</p>	<p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XX</p>
<p>XXXXXXXXXXXX /</p> <p>XXXXXXXXXXXX</p> <p>(Key Responsibilities and Activities)</p>	<p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXX</p> <p>(Key Objectives)</p>	<p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p> <p>(Performance Indicators)</p>
<p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXX</p> <p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXX</p> <p>- XXXXXXXXXXXXXXXXXXXX</p> <p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p>	<p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXX</p>	<p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p>

<div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XXXXXX</div><div>- XXXXXXXXXXXXXXXXXXXXXXX</div><div>XXXXX</div><div>- XXXXXXXXXXXXXXXXXXXXXXX</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>- XXXXXXXXXXXXXXXXXXXXXXX</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XX</div></div>	<div><div>-</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XX</div><div>-</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XXXXXX</div><div>- XXXXXXX</div><div>-</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>- XXXXXXXXXXXXXXXXXXXXXXX</div></div>	<div><div>-</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XXXXXXXXXXXX</div><div>-</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XX</div><div>-</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XXXXXXXXXXXX</div></div>
<div><div>XXXXXXXXXX</div><div>- XXXXXXXXXXXXX</div><div>- XXXXXXXXXXXXX</div><div>- XXXXXXX</div><div>-</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XXXXX</div><div>-</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XXXXXXXXXXXXXXXXXXXX</div></div>	<div><div>-</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XX</div><div>- XXXXXXX</div><div>-</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XXXXXXXXXXXXXXXXXXXX</div></div>	<div><div>-</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XXXXX</div><div>-</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XXXXXX</div><div>-</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XXXXXX</div><div>-</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XXXXXXXXXX</div><div>-</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XXXXXXXXXX</div></div>
<div><div>XXXXXX        X</div><div>- XXXXXXX        X</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XXXXXXXXXXXX</div></div>	<div><div>- XXXXXXXXXXXXXXXXXXXXXXX</div><div>XXXXXX        XXXXXXX</div><div>-</div><div>XXXXXXXXXXXXXXXXXXXX</div><div>XXXXXX</div></div>	

XXXXXXXXXXXX

/XXXXXXXXXXXX

/XXXXXXXXXXXX

(Major Challenges)

<div><div>- XXX</div><div>- XXX</div><div>XXXXXXXXXX</div><div>- XXX</div></div>	/
--	---

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

(Subordinate's Responsibilities)

XXXXXX (Position)	XXXXXXXXXXXX (Job Scope)

XXXXXXXXXXXX

(Financial Responsibilities/Authorization)

XXXXXX (Item)	XXXXXXXXXXXX (Amount/Authorized level)
---------------	--

<div>Decision</div> <div>(Own Decision)</div>	<div>Consulted</div> <div>(Consulted by Superior)</div>	<div>Approval</div> <div>(Superior Approval)</div>	
<div>Decision</div> <div>Decision</div> <div>Decision</div>			/

Working Relationship

<div>Decision</div> <div>Decision</div> <div>Decision</div>	<div>Decision</div> <div>Decision</div>	<div>Decision</div>
<div>Decision</div>	<div>Decision</div> <div>Decision</div>	<div>Decision</div>
<div>Decision</div>	<div>Decision</div> <div>Decision</div> <div>Decision</div>	<div>Decision</div>
<div>Decision</div>	<div>Decision</div> <div>Decision</div> <div>Decision</div>	<div>Decision</div>

Job Specifications

Education Background

Decision

Decision

Decision

Certification/Licensing

Professional Experiences

Decision

Decision

Decision

3

Competencies

<div>Knowledge</div> <div>(Knowledge)</div>	<div>Skills</div> <div>(Skills)</div>	<div>Decision</div> <div>Decision</div> <div>Decision</div> <div>(Mental Abilities/Personalities)</div>
---	---------------------------------------	---

<ul style="list-style-type: none"> <li>- ██████████</li> <li>- ████████████████</li> <li>██</li> <li>- ██████████</li> <li>-</li> <li>██████████████████</li> <li>██</li> </ul>	<ul style="list-style-type: none"> <li>- ██████████</li> <li>- ██████████</li> <li>-</li> <li>██████████████████</li> <li>██████</li> </ul>	<ul style="list-style-type: none"> <li>- ██████████</li> <li>- ████████████████</li> <li>- ██████████</li> <li>- ██████████</li> <li>-</li> <li>██████████████████</li> <li>███</li> <li>- ██████████</li> <li>- ████████████████</li> <li>-</li> <li>██████████████████</li> <li>█</li> <li>- ██████████</li> </ul>
---	---	--

██████████

█ (Others)

<ul style="list-style-type: none"> <li>- ██████████</li> <li>- ██████████</li> <li>- ████████████████</li> <li>- ██</li> </ul>
--

<div>███████</div> <div>(Prepare By)</div>	<div>██████████</div> <div>(Approved By)</div>	<div>██████████████</div> <div>(Acknowledged By)</div>
<div>(.....)</div> <div>██████ ...../...../.....</div>	<div>(.....)</div> <div>██████ ...../...../.....</div>	<div>(.....)</div> <div>██████ ...../...../.....</div>