

# JD-AM-002 ????????????

????????? ( ? )	????????? ???? ?	????????? ( ? )	Human Resource Admin
????	???? -????	????	???? -????
????????? ?	?.????	????????? ?	G3

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

- ?????????????????
????????????????????????????????????????
- ????????????????? -???????????? ?????????????
????????????
????????????????????????????????????????
- ?????????????????????????????????????????
????????????????????????????????????????
-
????????????????????????????????????????
?
- ?????????????????????????????????????

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

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



-  -

-

-

(Subordinate's Responsibilities)

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

(Financial Responsibilities/Authorization)

<div></div> (Item)	<div></div> (Amount/Authorized level)		
	<div></div> <div>(Own Decision)</div>	<div></div> <div>(Consulted by Superior)</div>	<div></div> <div></div> <div>(Superior Approval)</div>

(Working Relationship)

<div></div> / <div></div> <div></div>	<div></div> <div></div>	<div></div>
<div></div>	<div></div> - <div></div>	<div></div>
<div></div> <div></div> <div></div>	<div></div> - <div></div> <div></div> <div></div> <div></div>	<div></div>
<div></div> / <div></div>	<div></div> - <div></div> <div></div> <div></div> <div></div>	<div></div>

XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX KPI XXXXXXXXXXXXXXX - XXXXXX	XXXXXXXXXXXX
XXXXXX	XX -XXXXXXXXXX XXXXXXXXXXXX	XXXXXX

XXXXXXXXXXXXXXXXXXXX

(Job Specifications)

- XXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXX

(Education Background)

XXXXX    XX    .- XXXXXXXX    XXX    XXXXXXXX    , XXXXXXXXXXXXXXX    ,  
XXXXXXXXXXXXXXXXXXXX    XXXXXXXXXXXXXXX

XXXXXXXXXXXX    /XXXXXXXXXXXXXXXXXXXX    /XXXXXX

(Certification/Licensing)

XXXXXXXXXXXXXXXXXXXX

(Professional Experiences)

- XXXXXXXXXXXXXXXXXXXXXXX 2 XX

XXXXXXXXXXXXXXXXXXXX

(Competencies)

XXXXXX (Knowledge)	XXXXX (Skills)	XXXXXXXXXXXXXXXXXXXX XX /XXXXXXXXXX (Mental Abilities/Personalities)
-----------------------	-------------------	----------------------------------------------------------------------------

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