

Document title: <b>Duties and Responsibilities Form</b>		Document code: <b>F-HR-02</b>
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<b>Organizational position :</b> <b>Qualifications; Education:</b> <b>Field of Study:</b> <b>Qualifications (work experience):</b>		<b>Age:</b>	<b>Gender:</b>
<b>Description of responsibilities and duties:</b>		<b>Description of required skills:</b>	
<div style="text-align: center; padding: 10px;">On-the-job training</div> <div style="height: 100px; border: 1px solid black;"></div> <div style="text-align: center; padding: 10px;">Authority</div> <div style="height: 250px; border: 1px solid black;"></div>			
<b>Human Resource Manager</b>  <b>Signature</b>  <b>Date:</b>			

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