

Job Description Template

A simple, practical model to define the mission, responsibilities, requirements and performance indicators of a role.

Purpose: Use this template to clarify expectations before recruiting, evaluating or restructuring a position. It can be adapted for permanent roles, internships, consulting missions or internal mobility.

1. Role identity

Job title	Example: HR Officer, Sales Manager, Operations Assistant
Department	Example: Human Resources, Finance, Operations, Commercial
Location	City, office, remote/hybrid arrangement
Contract type	Permanent, fixed-term, internship, consultant, part-time
Reports to	Direct supervisor / manager / department head
Supervises	Team members or roles managed, if applicable

2. Role mission

Write one clear paragraph that explains why the role exists and how it contributes to the organization.

Mission statement
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

3. Key responsibilities

List the main responsibilities of the role. Start each line with an action verb.

Responsibility area	Expected activities / deliverables
1. Planning and organization	<p>.....</p> <p>.....</p>
2. Execution and operations	<p>.....</p> <p>.....</p>

3. Reporting and follow-up
4. Collaboration and communication
5. Improvement and innovation

4. Required profile

Education	Required diploma, field of study, certifications
Experience	Number of years, relevant industries, similar roles
Technical skills	Tools, methods, software, technical knowledge
Soft skills	Communication, rigor, leadership, adaptability, problem-solving
Languages	French, English or other language requirements

5. Performance indicators

Define how success will be measured. Use indicators that are specific, observable and linked to the role.

Indicator	Target / measurement method	Frequency
KPI 1	Monthly / Quarterly
KPI 2	Monthly / Quarterly
KPI 3	Monthly / Quarterly
KPI 4	Monthly / Quarterly
KPI 5	Monthly / Quarterly

6. Working conditions

Work schedule
Travel requirements
Tools provided
Compensation range

7. Validation

Prepared by	Reviewed by	Approved by
Name / Signature / Date	Name / Signature / Date	Name / Signature / Date

Tip from Dimensions: A job description should not be a static document. Review it whenever the organization changes, the role evolves or performance expectations become unclear.