

Catholic Relief Services Job Description Format and Guidance

Job Title: *(this should be finalized in collaboration with HR if this is a new job)*

Department/Location:

Band: *(this should be determined in collaboration with HR if this is a new job)*

Reports To: *(Provide title of person this position reports to)*

Background (optional):

Provide a brief summary of the country program or department focus and structure.

Primary Function:

Highlight the major outcome(s) expected from this position.

Include a succinct statement of the level of the work.

Use no more than 4 sentences.

Job Responsibility:

Describe responsibilities as they relate to deliverable outcomes

Include responsibilities that require strategic skills and competencies

Include responsibility for maintaining and developing key relationships

Include responsibility for the work of others

Present duties in order of priority and in logical groupings

Key Working Relationships:

Internal:

External:

Competencies:

Use Agency-wide competencies for all CRS positions

Use job-specific competencies if applicable

Qualifications:

Level of general education required. Should be supportable on the basis of duties and responsibilities.

Minimum years of prior experience required

Professional skills and abilities required.

Personal skills and abilities required, i.e. - flexibility, ability to work in teams, commitment, etc.

Use "must have" or "preferred" terminology; Use "must have" cautiously to avoid over-inflating qualifications and eliminating potential candidates. Skills that can be learned on the job in a reasonably short period of time should be listed as preferred.

Physical Requirements/Environment: (Optional)

Disclaimer Clause: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

For Domestic Positions:

NOTE: All interested applicants must be authorized to work in the U.S. at the time of application.

Equal Opportunity Language: EOE/M/F/D/V