

1. POSITION DETAILS

|  |  |
| --- | --- |
| **Position title:** | **APAC *<Insert position title>***  |
| **Reports to:** | **APAC *<Insert body or position>*** |
| **Position term:** | ***<Insert term>* years** |

1. INTRODUCTION

*<Insert brief description of:*

* *Method of appointment*
* *Any restrictions on maintaining the appointment*
* *Who the post-holder principally works with to fulfil his/her responsibilities*
* *Any other relevant information>*
1. ROLES AND RESPONSIBILITIES

*<List the key roles and responsibilities of the post>*

1. KEY POSITION ACTIVITIES

*<In the following Table, list the key activities that the post-holder is expected to carry out to fulfil their responsibilities, the time anticipated and the frequency>*

| **Activity** | **Time Commitment**  | **Frequency**  |
| --- | --- | --- |
| *<Activity 1>* | *<xx hours/days>* | *<Frequency>* |
| *<Activity 2>* | *<xx hours/days>* | *<Frequency>* |
|  |  |  |
|  |  |  |

1. AMENDMENT TABLE

This table provides a summary of the changes to the document with this issue.

|  |  |
| --- | --- |
| **Section(s)** | **Amendment(s)** |
| All | New issue on establishment of APAC.  |
| End |  |