

Title of position

Here we introduce the position and the project from a bird's eye view, with a few sentences outlining who is responsible, and why this is important to the NRA.

What do we need solved, and in what environment will the candidate work?

First a brief introduction of the reason for hiring. We are asking the candidate to solve several key tasks, listed here. The candidate might also encounter several other fields, also listed here. This is also where we describe in detail *how* we expect the candidate will work in order to solve the tasks.

Who are you and what do you know

Now we move on to a short summary of the relevant skills we look for in a candidate. Firstly, we list the minimum requirements of professional skills:

- Required field of expertise
- Requirements of formal education

Then we also include the things we would *like* you to know, like experience with different technical tools (ICT platforms, digital planning tools etc.), specific skillsets (experience with similar projects, annual budgeting, project management, people development etc.),

In the end we add the personal skills which will help the candidate perform well in the position. These might include things like communication skills, team orientation, proactivity and so on.

What can we offer you

Here we go through the positives of getting the job. Normally this would include more benefits (salary, pension etc.), but instead we should focus on why the experiences from this specific project will benefit the candidate.

What do you do to apply

Now we go through the steps for applying for the position. This needs to be as hassle-free as possible for the candidate.