**Annex No 1: Required Elements of Job Advertisements**

Basic information

* Job title\*
* Workplace\*
* Type of job\*
* Profile of researcher - applicable only to researchers
* Type of employer-employee relationship\*
* Full-time equivalent\*
* Weekly working hours
* Gross salary / remuneration based on agreement other than employment contract
* Anticipated date of commencement of employment
* Deadline for filing job applications
* Description of the job\*

Job requirements

* Acquired level of education
* Field of study
* Language competences and their level
* Any other requirements

Additional information

* Link to the website containing details on the job
* Benefits
* Other notes
* Email(s) for reply

Please note that the fields with asterisk (\*) must always be completed. Other fields may or may not be completed depending on the nature of the job vacancy.