

	<b>T.C. FIRAT UNIVERSITY JOB DESCRIPTION FORM</b>	
	<b>FACULTY/DEPARTMENT</b>	Faculty of Health Sciences
	<b>AFFILIATED UNIT</b>	Dean
	<b>TITLE</b>	Faculty Secretary
	<b>NAME SURNAME</b>	Osman AKIN

### **JOB DESCRIPTION**

In accordance with the objectives and principles determined by the senior management of Firat University; in order to carry out all the activities necessary to realise education and training in line with the vision and mission of the faculty in a rational manner in accordance with the principles of effectiveness and efficiency, it carries out administrative and academic affairs under the responsibility of the Dean and Assistant Deans.

### **DUTIES, POWERS AND RESPONSIBILITIES**

1. To ensure that correspondence regarding the work carried out within the Faculty Secretariat is carried out.
2. To ensure that correspondence with university units regarding academic and administrative services is prepared and submitted to the Dean for approval.
3. To ensure that the documents and attachments received from within and outside the institution are recorded and directed within the unit.
4. To ensure that the documents and documents are filed with the Faculty Secretariat in accordance with the regulations.
5. To create a unit archive within the Faculty, to determine the responsible person, to ensure the archive order, to ensure that all kinds of documents from the past period are archived in accordance with the 'Archive Regulation'.
6. Regarding the activities of the Faculty Secretariat; to determine the agenda of the meetings to be held with the employees, to organise and execute the meeting decisions.
7. To deal with the requests of subordinates regarding personal rights.
8. To evaluate and respond to the requests of the sub-units of the Faculty Secretariat.
9. To evaluate and respond to the opinions, suggestions and complaints received from the employees and units regarding the Faculty Secretariat and administrative services, and to ensure that the appropriate ones are fulfilled.
10. To plan daily activities related to the work carried out within the Faculty.
11. To determine the administrative unit supervisors, to prepare and deliver the job descriptions of the personnel, to supervise the relations of the personnel with each other and whether they fulfil the assigned duties.
12. To ensure that all tools, equipment and materials related to the administrative units of the Faculty Secretariat are counted annually and related reports are prepared.
13. To prepare the draft budget work programme for the Faculty.
14. To attend the meetings organised by the Rectorate.
15. To attend the Faculty Board and Board of Directors meetings as a rapporteur.
16. To be a Realisation Officer if deemed appropriate by the Dean.
17. To assign all administrative staff in the faculty.
18. To ensure that the administrative services carried out in the Faculty and affiliated units are directed.

**19.** To organise and assist in the tender for service procurement of the Faculty and to ensure the implementation of these tender conditions.

**20.** To carry out other works and procedures assigned by the senior manager / managers to whom he / she is affiliated.

### **QUALIFICATIONS REQUIRED BY THE TASK**

- To have the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547.
- To have work experience at the level required by the position.
- To have at least a high school or undergraduate degree.
- To have managerial qualifications; to know the requirements of management and administration.
- To have the necessary decision-making and problem-solving qualifications to carry out its activities in the best way.

### **LEGAL BASIS**

- Law No. 2547 on Higher Education
- Regulation on Academic Organisation in Universities
- Law No. 657 on Civil Servants
- 4734 Public Procurement Law

## **TEBLİĞ –TEBELLÜĞ BELGESİ**

Rektörlük İç Kontrol Kurulu'nun 04.07.2018 tarih ve 271578 sayılı yazısı gereğince Fakültemizdeki görev/iş tanımınız ekteki "Görev Tanımı Formu"nda belirtilmiştir.

### **Tebliğ Eden:**

Prof.Dr.Gamze KIRKIL

Dekan

### **Tebellüğ Eden:**

Hürriyet TANYERİ

Fakülte Sekreteri