

	T.C. FIRAT UNIVERSITY	
	JOB DESCRIPTION FORM	
	FACULTY/DEPARTMENT	Faculty of Health Sciences
	AFFILIATED UNIT	Dean/Faculty Secretary
	TITLE	Janitor/ Internship Unit
	NAME SURNAME	Vahit DABAK/ Internship Unit

JOB DESCRIPTION

To fulfil the works and transactions for which he/she is responsible within the framework of the powers required by his/her title in accordance with the law and other legislative regulations; to perform essential and continuous public services carried out according to the principles of general administration.

DUTIES, POWERS AND RESPONSIBILITIES

1. To make and follow the SSI entry / exit procedures of the students studying in our faculty within the framework of the relevant law due to their internship courses.
2. To notify the relevant units of the transactions made with the SSI on a monthly basis.
3. To carry out other works and transactions given by the senior manager / managers to whom he / she is affiliated.

QUALIFICATIONS REQUIRED BY THE TASK

- To have the conditions specified in the Civil Servants Law No. 657.
- To have the necessary decision-making and problem-solving qualifications to carry out the activities in the best way.

LEGAL BASIS

- Law No. 657 on Civil Servants