

	<b>T.C. FIRAT UNIVERSITY</b> <b>JOB DESCRIPTION FORM</b>	
	<b>FACULTY/DEPARTMENT</b>	Faculty of Health Sciences
	<b>AFFILIATED UNIT</b>	Dean/Faculty Secretary
	<b>TITLE</b>	Chef/ Moveble Record Control
	<b>NAME SURNAME</b>	Ümit BAHÇECİ

### **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 take delivery of the movables acquired by the expenditure unit by counting, weighing and measuring the ones that are inspected and accepted according to their types and qualifications, and to keep the movables that are not directly consumed and not put into use in the warehouses under their responsibility.
2. To check and take delivery of the movables whose inspection and acceptance cannot be carried out immediately, and to prevent them from being put into use before their final acceptance is made, except for consumables whose final acceptance can be made after a certain period of use due to their characteristics.
3. To keep records of the entry and exit of the movables, to prepare the relevant documents and schedules and to send the movable property management account statements to the consolidation officer upon request.
4. To deliver the movables deemed appropriate for consumption or use to the relevant persons.
5. To take and ensure that the necessary measures are taken to protect the movables against fire, wetting, deterioration, theft, etc.
6. To notify the expenditure authority of any decrease in the warehouse due to theft or extraordinary reasons.
7. To carry out warehouse counting and stock control, to notify the expenditure authority of the movables that fall below the minimum stock level determined by the expenditure authority.
8. To control the durable movables in use where they are located, to make and have them counted.
9. To assist in the material requirement planning of the expenditure unit.
10. To prepare the management account of the movables whose records are kept and submit it to the movable control officer to be submitted to the expenditure authority.
11. To be responsible for the losses and deficiencies that occur in their warehouses due to their intention, fault, negligence or imprudence.
12. To check the compliance of the documents and schedules issued in relation to the movable records and transactions with the legislation and financial statements.
13. To sign the Expenditure Unit Movable Goods Management Account Schedule and submit it to the expenditure authority.
14. To carry out other works and transactions assigned by the senior manager / managers to whom he / she is affiliated.

**15.** Movable registration officers and movable control officers are jointly responsible to the expenditure authority for the accuracy of the documents and tables they prepare and sign.

### **QUALIFICATIONS REQUIRED FOR THE JOB**

- 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
- Movable Goods Regulation