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

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 submit the purchase requests from the departments and affiliated units to the approval of the Dean's Office and to obtain the approval of the Dean's Office.
2. To follow up the purchase requests by taking into account the current payment status.
3. To prepare the purchase request forms.
4. To make other correspondence according to the type of purchase. (Approximate cost, market research, goods inspection acceptance, service works acceptance, tender approval and payment order, receipt of bids and preparation of purchase approval document.)
5. To issue payment orders or offsets and submit them to the Strategy Department together with the delivery documents.
6. To organise and file the documents approved for payment by the Strategy Department according to the payment items.
7. To make all correspondence related to the purchasing office.
8. To follow up the preparation of documents requiring preliminary financial control.
9. To carry out unit filing procedures, to ensure the delivery of materials to be transferred to the archive.
10. To make goods and service procurement transactions according to budget allocations.
11. To carry out conformity approval procedures.
12. To determine the approximate cost.
13. To prepare the purchase approval and approval document.
14. To make plans and programmes related to working principles.
15. To prepare the documents to be archived and deliver them to the archive.
16. To initial the written correspondence.
17. To receive the letters related to the unit and sign the minutes.
18. To ensure that offers are received from at least 3 different vendors in purchasing works.
19. To carry out the purchase of consumption and fixtures (education, stationery, building maintenance and repair, wood and metal materials, electronic hardware and technological materials, machinery and equipment purchase and maintenance, etc.) by tender.
20. To deliver the purchased consumption and fixture materials to the warehouse clerk in order to record them.
21. To archive the documents kept in tender and procurement procedures.
22. To ensure that tender and purchasing transactions are carried out in accordance with the laws and regulations.

- 23.** To follow up the expenditure tables on a monthly basis in coordination with the accountant's office.
- 24.** To ensure that there are no material errors in the purchase documents of consumption and fixture materials.
- 25.** To carry out other duties to be assigned by the Dean's Office related to the field of duty.
- 26.** To be responsible to the Faculty Secretary and the Dean's Office in the fulfilment of the above-mentioned duties.
- 27.** To carry out his/her duties in accordance with the quality management system policy, objectives and procedures.
- 28.** To be able to use all kinds of tools, equipment and materials required by their activities.
- 29.** To record and carry out purchasing transactions in order to carry out all necessary activities of the Faculty in accordance with the principles of efficiency and productivity.
- 30.** To carry out other works and transactions given by the senior manager / managers to whom he / she is affiliated.

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