

	T.C. FIRAT UNIVERSITY JOB DESCRIPTION FORM	
	FACULTY/DEPARTMENT	Faculty of Health Sciences
	AFFILIATED UNIT	Rector
	TITLE	Dean/Prof.
	NAME SURNAME	Gamze KIRKIL

JOB DESCRIPTION

In accordance with the objectives and principles determined by the senior management of Firat University; to carry out, plan, direct, coordinate and supervise the activities in order to carry out all necessary activities in accordance with the principles of efficiency and productivity in order to realise education and training in line with the vision and mission of the faculty.

It is primarily responsible to the Rector for the rational use and development of the teaching capacity of the Faculty and its affiliated units, taking security measures when necessary, providing the necessary social services to students, carrying out education, training, scientific research and publication activities in a regular manner, supervising and supervising all activities, monitoring and controlling them and taking the results.

DUTIES, POWERS AND RESPONSIBILITIES

1. To chair the Faculty Board, to implement the decisions of the board and to ensure regular work among the faculty units.
2. To maintain general supervision and control over the units and staff at all levels of the Faculty.
3. To be responsible for ensuring that the expenditure instructions are in compliance with the budget principles and principles, laws, by-laws and regulations and other legislation, for the effective, economical and efficient use of the appropriations and for other actions to be taken within the framework of this law.
4. To hold the authority to spend as the top manager of each expenditure unit allocated with budgetary appropriations.
5. To instruct the realisation officer to make expenditures in the amount of the appropriation allocated to the expenditure authorities with the appropriation referral document up to the appropriations foreseen in the budget.
6. To perform other duties assigned to him/her by laws and regulations.

QUALIFICATIONS REQUIRED FOR THE JOB

- 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 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

