

	FIRAT UNIVERSITY OF THE REPUBLIC OF TURKEY JOB DESCRIPTION FORM	
	FACULTY/DEPARTMENT	Faculty of Health Sciences
	AFFILIATED UNIT	Dean
	TITLE	Faculty Secretary
	NAME SURNAME	Yusuf AKDAG

JOB DESCRIPTION

In accordance with the aims and principles determined by the senior management of Fırat University, the faculty member performs administrative and academic duties in a rational manner, responsible to the Dean and Vice-Deans, in line with the faculty's vision and mission, and in accordance with the principles of effectiveness and efficiency in order to carry out education and training.

DUTIES, POWERS AND RESPONSIBILITIES

1. To ensure that correspondence related to tasks performed within the Faculty Secretariat is handled.
2. Correspondence with university units regarding academic and administrative services.
To ensure its preparation and submission to the Dean for approval.
3. Registering and forwarding incoming and outgoing documents and attachments from within and outside the institution, unit to ensure internal guidance.
4. Filing documents and records with the Faculty Secretariat in accordance with regulations.
to ensure.
5. To establish a unit archive within the faculty and appoint a responsible person, to ensure the organization of the archive, and to ensure that all documents from previous periods are archived in accordance with the "Archive Regulations".
6. Regarding the activities of the Faculty Secretariat; the agenda for meetings to be held with employees.
To determine, organize, and implement meeting decisions.
7. To address subordinates' requests regarding their personal rights.
8. To evaluate and respond to requests from the Faculty Secretariat sub-units.
9. To evaluate and respond to opinions, suggestions, and complaints from employees and units regarding the Faculty Secretariat and administrative services, and to ensure that those deemed appropriate are implemented.
10. Planning daily activities related to the work carried out within the faculty.
11. To appoint administrative unit heads, prepare and submit job descriptions for personnel, and monitor personnel relationships and whether they are fulfilling their assigned tasks.
12. To ensure that an annual inventory of all tools, equipment, and materials related to the administrative units of the Faculty Secretariat is conducted and that reports are prepared accordingly.
13. To prepare the draft budget work program for the faculty.
14. Attending meetings organized by the Rectorate.
15. Participating as a rapporteur in Faculty Board and Administrative Board meetings.
16. To become an Implementation Officer, if deemed appropriate by the Dean.
17. To assign duties to all administrative staff in the faculty.
18. To ensure the direction of administrative services carried out in the faculty and its affiliated units.
19. To organize and assist in the tender process for the procurement of services for the Faculty, and to oversee this tender.
to ensure the conditions are implemented.
20. To perform other tasks and duties assigned by **the superior(s)** to whom they report .

QUALIFICATIONS REQUIRED FOR THE JOB

- Possessing the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547.
- Having the level of work experience required for the position.
- Must have at least a college or bachelor's degree.

- Possessing leadership qualities; knowing the requirements of management and administration.
- Having the necessary decision-making and problem-solving skills to perform activities in the best possible way.
- to have.

LEGAL BASIS

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

	FIRAT UNIVERSITY OF THE REPUBLIC OF TURKEY JOB DESCRIPTION FORM	
	FACULTY/DEPARTMENT	Faculty of Health Sciences
	AFFILIATED UNIT	Dean/Faculty Secretary
	TITLE	Computer Operator/Dean's Secretary
	NAME SURNAME	Gülşah AKTO

JOB DESCRIPTION

To perform the duties and responsibilities assigned within the scope of the authority granted by their title, in accordance with the law and other regulations; to carry out essential and continuous public services conducted according to general administrative principles.

DUTIES, POWERS AND RESPONSIBILITIES

1. Checking letters and faxes received by the Dean's office and forwarding them to the relevant departments within the unit.
2. To carry out procedures in accordance with the instructions given by the Dean.
3. Sending emails issued by the Dean (invitations, announcements, congratulations, etc.).
4. To handle the connection procedures for the telephones requested by the Dean's office.
5. Have the Dean sign any documents sent to or received by the Dean's Office and forward them to the relevant departments to send.
6. To carry out the compliance approval processes.
7. To handle unit filing procedures and ensure the delivery of materials to be transferred to the archive.
8. Managing the website; posting announcements, notices, information, etc. on the website on behalf of the Faculty to do.
9. Receiving documents and signing minutes related to the unit.
10. To perform other tasks and duties assigned by **the superior(s)** to whom they report .

QUALIFICATIONS REQUIRED FOR THE JOB

- Meeting the requirements specified in the Civil Servants Law No. 657.
- Decision-making and problem-solving skills necessary for the optimal conduct of operations to have.

LEGAL BASIS

- Civil Servants Law No. 657

	FIRAT UNIVERSITY OF THE REPUBLIC OF TURKEY JOB DESCRIPTION FORM	
	FACULTY/DEPARTMENT	Faculty of Health Sciences
	AFFILIATED UNIT	Dean/Faculty Secretary
	TITLE	Computer Operator / Nutrition and Dietetics Department Secretary
	NAME SURNAME	Abdullah GENÇ

JOB DESCRIPTION

To perform the duties and responsibilities assigned within the scope of the authority granted by their title, in accordance with the law and other regulations; to carry out essential and continuous public services conducted according to general administrative principles.

DUTIES, POWERS AND RESPONSIBILITIES

1. To forward incoming correspondence to the Head of Department.
2. Writing Department Board Decisions and cover letters under the supervision of the Department Head.
3. Register outgoing documents and file copies.
4. Deliver the document to the relevant person or unit.
- Section 5's course syllabus, class schedules, exam schedules, and announcements are available on the section website. to publish/advertise on its page.
6. To handle correspondence regarding course plans, teaching loads, open course assignments, weekly and semester course plans, assignment and course changes, semester course and teaching type changes, and course grouping procedures prepared by the Department Head.
7. To handle midterm, final, make-up, single-course, and supplementary exam procedures.
8. The instructors teaching the course must submit the final exam results within one week of the exam date. to collect information from faculty members/teaching staff and submit it to the department head.
9. To handle exemption procedures for courses taken in previous studies by newly enrolled or transfer students, and to process exemption correspondence for students who successfully pass the exemption exam administered by the University.
10. To monitor activities related to lesson evaluation.
11. To process applications for students transferring horizontally.
- Conducting correspondence for Section 12 .
13. To handle unit filing procedures and ensure the delivery of materials to be transferred to the archive.
14. Receiving and signing official documents related to editorial matters.
15. Student documents, transcripts, course content, and course materials requested by students. to ensure that the curriculum is provided to the students.
- Section 16: The fee forms for teaching staff/lecturers' courses and exams are for the Department. Get it signed by the chairman and submit it to the Finance Department.
17. To inform/announce the department staff about the department head's meetings, announcements, etc.
18. To perform other tasks and duties assigned by the superior(s) to whom they report .
- 19.

QUALIFICATIONS REQUIRED FOR THE JOB

- Meeting the requirements specified in the Civil Servants Law No. 657.
- Decision-making and problem-solving skills necessary for the optimal conduct of operations to have.

LEGAL BASIS

- Civil Servants Law No. 657

	FIRAT UNIVERSITY OF THE REPUBLIC OF TURKEY JOB DESCRIPTION FORM	
	FACULTY/DEPARTMENT	Faculty of Health Sciences
	AFFILIATED UNIT	Dean/Faculty Secretary
	TITLE	Computer Operator/Midwifery Department Secretary
	NAME SURNAME	Abdullah GENÇ

JOB DESCRIPTION

To perform the duties and responsibilities assigned within the scope of the authority granted by their title, in accordance with the law and other regulations; to carry out essential and continuous public services conducted according to general administrative principles.

DUTIES, POWERS AND RESPONSIBILITIES

1. To forward incoming correspondence to the Head of Department.
 2. Writing Department Board Decisions and cover letters under the supervision of the Department Head.
 3. Register outgoing documents and file copies.
 4. Deliver the document to the relevant person or unit.
- Section 5 's course syllabus, class schedules, exam schedules, and announcements are available on the section website. to publish/advertise on its page.
6. To handle correspondence regarding course plans, teaching loads, open course assignments, weekly and semester course plans, assignment and course changes, semester course and teaching type changes, and course grouping procedures prepared by the Department Head.
 7. To handle midterm, final, make-up, single-course, and supplementary exam procedures.
 8. The instructors teaching the course must submit the final exam results within one week of the exam date. to collect information from faculty members/teaching staff and submit it to the department head.
 9. To handle exemption procedures for courses taken in previous studies by newly enrolled or transfer students, and to process exemption correspondence for students who successfully pass the exemption exam administered by the University.
 10. To monitor activities related to lesson evaluation.
 11. To process applications for students transferring horizontally.
- Conducting correspondence for Section 12 .
13. To handle unit filing procedures and ensure the delivery of materials to be transferred to the archive.
 14. Receiving and signing official documents related to editorial matters.
 15. Student documents, transcripts, course content, and course materials requested by students. to ensure that the curriculum is provided to the students.
- Section 16: Obtaining the Department Head's signature on the course and exam fee forms of the faculty members/ teaching staff and submitting them to the Financial Affairs unit.
17. To inform/announce the department staff about the department head's meetings, announcements, etc.
 18. To perform other tasks and duties assigned by **the superior(s)** to whom they report .

QUALIFICATIONS REQUIRED FOR THE JOB

- Meeting the requirements specified in the Civil Servants Law No. 657.
- Decision-making and problem-solving skills necessary for the optimal conduct of operations to have.

LEGAL BASIS

- Civil Servants Law No. 657

	FIRAT UNIVERSITY OF THE REPUBLIC OF TURKEY JOB DESCRIPTION FORM	
	FACULTY/DEPARTMENT	Faculty of Health Sciences
	AFFILIATED UNIT	Dean/Faculty Secretary
	TITLE	Permanent Employee/Department Secretary
	NAME SURNAME	Müzeyyen SAVUCU

JOB DESCRIPTION

To perform the duties and responsibilities assigned within the scope of the authority granted by their title, in accordance with the law and other regulations; to carry out essential and continuous public services conducted according to general administrative principles.

DUTIES, POWERS AND RESPONSIBILITIES

1. To forward incoming correspondence to the Head of Department.
 2. Writing Department Board Decisions and cover letters under the supervision of the Department Head.
 3. Register outgoing documents and file copies.
 4. Deliver the document to the relevant person or unit.
- Section 5 's course syllabus, class schedules, exam schedules, and announcements are available on the section website. to publish/advertise on its page.
6. To handle correspondence regarding course plans, teaching loads, open course assignments, weekly and semester course plans, assignment and course changes, semester course and teaching type changes, and course grouping procedures prepared by the Department Head.
 7. To handle midterm, final, make-up, single-course, and supplementary exam procedures.
 8. Collect final exam results from the instructor(s) teaching the course within one week of the exam date and submit them to the department head.
 9. To handle exemption procedures for courses taken in previous studies by newly enrolled or transfer students, and to process exemption correspondence for students who successfully pass the exemption exam administered by the University.
 10. To monitor activities related to lesson evaluation.
 11. To process applications for students transferring horizontally.
- Conducting correspondence for Section 12 .
13. To handle unit filing procedures and ensure the delivery of materials to be transferred to the archive.
 14. Receiving and signing official documents related to editorial matters.
 15. Student documents, transcripts, course content, and course materials requested by students. to ensure that the curriculum is provided to the students.
- Section 16: Obtaining the Department Head's signature on the course and exam fee forms of the faculty members/ teaching staff and submitting them to the Financial Affairs unit.
17. To inform/announce the department staff about the department head's meetings, announcements, etc.
 18. To perform other tasks and duties assigned by **the superior(s)** to whom they report .

QUALIFICATIONS REQUIRED FOR THE JOB

- Meeting the requirements specified in the Civil Servants Law No. 657.
- Decision-making and problem-solving skills necessary for the optimal conduct of operations to have

LEGAL BASIS

- Civil Servants Law No. 657

	FIRAT UNIVERSITY OF THE REPUBLIC OF TURKEY JOB DESCRIPTION FORM	
	FACULTY/DEPARTMENT	Faculty of Health Sciences
	AFFILIATED UNIT	Dean/Faculty Secretary
	TITLE	Computer Operator/Department Secretary
	NAME SURNAME	Omer Rice

JOB DESCRIPTION

To perform the duties and responsibilities assigned within the scope of the authority granted by their title, in accordance with the law and other regulations; to carry out essential and continuous public services conducted according to general administrative principles.

DUTIES, POWERS AND RESPONSIBILITIES

1. To forward incoming correspondence to the Head of Department.
 2. Writing Department Board Decisions and cover letters under the supervision of the Department Head.
 3. Register outgoing documents and file copies.
 4. Deliver the document to the relevant person or unit.
- Section 5 's course syllabus, class schedules, exam schedules, and announcements are available on the section website. to publish/advertise on its page.
6. To handle correspondence regarding course plans, teaching loads, open course assignments, weekly and semester course plans, assignment and course changes, semester course and teaching type changes, and course grouping procedures prepared by the Department Head.
 7. To handle midterm, final, make-up, single-course, and supplementary exam procedures.
 8. The instructors teaching the course must submit the final exam results within one week of the exam date. to collect information from faculty members/teaching staff and submit it to the department head.
 9. To handle exemption procedures for courses taken in previous studies by newly enrolled or transfer students, and to process exemption correspondence for students who successfully pass the exemption exam administered by the University.
 10. To monitor activities related to lesson evaluation.
 11. To process applications for students transferring horizontally.
- Conducting correspondence for Section 12 .
13. To handle unit filing procedures and ensure the delivery of materials to be transferred to the archive.
 14. Receiving and signing official documents related to editorial matters.
 15. Student documents, transcripts, course content, and course materials requested by students. to ensure that the curriculum is provided to the students.
- Section 16: The fee forms for teaching staff/lecturers' courses and exams are for the Department. Get it signed by the chairman and submit it to the Finance Department.
17. To inform/announce the department staff about the department head's meetings, announcements, etc.
 18. To perform other tasks and duties assigned by the superior(s) to whom they report .

QUALIFICATIONS REQUIRED FOR THE JOB

- Meeting the requirements specified in the Civil Servants Law No. 657.
- Decision-making and problem-solving skills necessary for the optimal conduct of operations to have.

LEGAL BASIS

- Civil Servants Law No. 657

	FIRAT UNIVERSITY OF THE REPUBLIC OF TURKEY JOB DESCRIPTION FORM	
	FACULTY/DEPARTMENT	Faculty of Health Sciences
	AFFILIATED UNIT	Dean/Faculty Secretary
	TITLE	Service Personnel/Social Security and Internship Procedures
	NAME SURNAME	Vahit DABAK

JOB DESCRIPTION

To perform the duties and responsibilities assigned within the scope of the authority granted by their title, in accordance with the law and other regulations; to carry out essential and continuous public services conducted according to general administrative principles.

DUTIES, POWERS AND RESPONSIBILITIES

1. To process and monitor the Social Security registration/exit procedures for students studying at our faculty due to their internship courses, in accordance with the relevant law.
2. To report transactions made with the Social Security Institution (SGK) to the relevant units on a monthly basis.
3. To perform other tasks and duties assigned by **the superior(s)** to whom they report .

QUALIFICATIONS REQUIRED FOR THE JOB

- Meeting the requirements specified in the Civil Servants Law No. 657.
- Decision-making and problem-solving skills necessary for the optimal conduct of operations to have.

LEGAL BASIS

- Civil Servants Law No. 657

	FIRAT UNIVERSITY OF THE REPUBLIC OF TURKEY	
	JOB DESCRIPTION FORM	
	FACULTY/DEPARTMENT	Faculty of Health Sciences
	AFFILIATED UNIT	Dean/Faculty Secretary
	TITLE	Computer Operator
	NAME SURNAME	Gulcin KARAKAYA

JOB DESCRIPTION

To perform the duties and responsibilities assigned within the scope of the authority granted by their title, in accordance with the law and other regulations; to carry out essential and continuous public services conducted according to general administrative principles.

DUTIES, POWERS AND RESPONSIBILITIES

- Recording and distributing all documents received by the Dean's Office, handling documents and correspondence.
To ensure that the processes are controlled and monitored.
- To monitor the terms of office of the Faculty Board and Faculty Management Board members.
- To oversee the appointment process and deadlines for the Head of Department.
- To oversee the appointment process and term limits of Department Heads.
- To monitor the terms of office of faculty members/teaching staff.
- Preparing annual leave requests and ensuring they are recorded in the leave registers.
- Writing and distributing Faculty Board and Faculty Management Board decisions, and managing the decisions themselves.
To handle filing procedures.
- To handle the writing, distribution, and filing of Faculty Disciplinary Board decisions.
- Writing, distributing, and managing the decisions of the Disciplinary Board for academic and administrative staff.
To handle filing procedures.
- Writing letters received from the Department Heads, forwarding them to the relevant places, and following up on them.
- To track employee leave and sick leave requests.
- To handle the procedures for hiring and terminating employment for personnel.
- Monitoring the course assignment processes at faculties/institutes/colleges/vocational schools.
By doing so, you can notify the relevant authorities if there are any permits, reports, or assignments.
- To ensure the maintenance and tracking of academic and administrative staff files.
- To ensure the preparation of the faculty's academic activity report.
- To handle unit filing procedures and ensure the delivery of materials to be transferred to the archive.
- To handle and monitor personnel-related administrative processes.
- To prepare plans and programs related to working principles.
- To handle correspondence procedures.
- To ensure the smooth flow of daily administrative staff attendance sheets.
- To perform other tasks and duties assigned by **the superior(s)** to whom they report .

QUALIFICATIONS REQUIRED FOR THE JOB

- Meeting the requirements specified in the Civil Servants Law No. 657.
- Decision-making and problem-solving skills necessary for the optimal conduct of operations to have.

LEGAL BASIS

- Civil Servants Law No. 657

	FIRAT UNIVERSITY OF THE REPUBLIC OF TURKEY	
	JOB DESCRIPTION FORM	
	FACULTY/DEPARTMENT	Faculty of Health Sciences
	AFFILIATED UNIT	Dean/Faculty Secretary
	TITLE	Chief/Movable Asset Registration Officer
	NAME SURNAME	Ümit BAHÇECİ

JOB DESCRIPTION

To perform the duties and responsibilities assigned within the scope of the authority granted by their title, in accordance with the law and other regulations; to carry out essential and continuous public services conducted according to general administrative principles.

DUTIES, POWERS AND RESPONSIBILITIES

1. To receive movable assets acquired by the spending unit, after inspection and acceptance, by counting, weighing, and measuring them according to their type and characteristics, and to store movable assets that are not directly consumed or put into use in the warehouses under its responsibility.
2. To inspect and accept movable assets that cannot be inspected and accepted immediately, and to prevent their use before final acceptance, except for consumables whose final acceptance can only be done after a certain period of use due to their characteristics.
3. To maintain records of the entry and exit of movable assets, to prepare the relevant documents and schedules, and to send the movable asset management account statements to the consolidated officer upon request.
4. To deliver movable assets deemed suitable for consumption or use to the relevant parties.
5. To protect movable property against hazards such as fire, water damage, spoilage, theft, etc. to take and ensure that the necessary measures are taken.
6. Report any shortages in the warehouse due to theft or extraordinary circumstances to the spending authority.
7. To conduct inventory counts and stock control, and to maintain the minimum stock level determined by the spending authority. To report movable assets that fall below the threshold to the spending authority.
8. To inspect and count durable movable assets in use at their locations. and to have it done.
9. To assist the spending unit in planning its material needs.
10. To prepare the management account for the movable assets for which records are kept and to submit it to the movable asset control officer for presentation to the spending authority.
11. Losses and damages incurred in their warehouses due to intent, fault, negligence or carelessness. To be responsible for shortcomings.
12. Documents and tables prepared regarding movable asset registration and transactions must comply with legislation and financial regulations. Checking for compliance with the tables.
13. Signing the Movable Property Management Account Statement of the Spending Unit and submitting it to the spending authority. to present.
14. To perform other tasks and duties assigned by the superior(s) to whom they report .
15. The movable asset registration authorities and movable asset control authorities, the documents they prepare and sign, and They are jointly responsible to the spending authority for the accuracy of the tables.

QUALIFICATIONS REQUIRED FOR THE JOB

- Meeting the requirements specified in the Civil Servants Law No. 657.
- Decision-making and problem-solving skills necessary for the optimal conduct of operations to have

LEGAL BASIS

- Civil Servants Law No. 657
- Movable Property Regulation

	FIRAT UNIVERSITY OF THE REPUBLIC OF TURKEY JOB DESCRIPTION FORM	
	FACULTY/DEPARTMENT	Faculty of Health Sciences
	AFFILIATED UNIT	Dean/Faculty Secretary
	TITLE	Permanent Employee / Purchasing-Financial Affairs
	NAME SURNAME	Cevdet Sumay

JOB DESCRIPTION

To perform the duties and responsibilities assigned within the scope of the authority granted by their title, in accordance with the law and other regulations; to carry out essential and continuous public services conducted according to general administrative principles.

DUTIES, POWERS AND RESPONSIBILITIES

1. To submit procurement requests from departments and affiliated units to the Dean's Office for approval and to obtain the Dean's Office's approval.
2. To review all documents received by the unit and write the necessary cover letters.
3. Tracking purchase requests, taking into account their current payment status.
4. Preparing purchase request forms.
5. To handle other correspondence according to the procurement method. (Estimated cost, market research, goods inspection and acceptance, service acceptance, tender approval and payment order, receiving offers and preparing the procurement approval document.)
6. Prepare payment orders or settlements and submit them to the Strategy Department along with the delivery documents.
7. Organize and file the documents approved for payment by the Strategy Department according to the payment items.
8. To handle all correspondence with the purchasing office.
9. To prepare and track documents requiring preliminary financial control procedures.
10. To handle unit filing procedures and ensure the delivery of materials to be transferred to the archive.
11. To conduct procurement of goods and services in accordance with budget allocations.
12. To carry out compliance approval procedures.
13. To determine the approximate cost.
14. Preparing the purchase order and approval document.
15. To prepare plans and programs related to working principles.
16. Preparing the documents to be archived and delivering them to the archive.
17. Receiving documents and signing minutes related to the unit.
18. Ensure that you obtain quotes from at least three different vendors for purchasing transactions.
19. To conduct procurement processes for consumables and fixed assets (education, stationery, building maintenance and repair, wood and metal materials, electronic equipment and technological materials, machinery and equipment purchase and maintenance, etc.) through tenders.
20. To the warehouse clerk to record the purchased consumables and fixed assets. to submit.
21. To archive the documents kept during tender and procurement processes.
22. Ensuring that tender and procurement processes are carried out in accordance with laws and regulations. to ensure.
23. To monitor expense reports monthly in coordination with the treasury department.
24. Ensuring there are no material errors in the procurement documents for consumables and fixed assets. to ensure.
25. To perform other tasks assigned by the Dean's Office related to his/her area of responsibility.

26. The Faculty Secretary and the Dean's Office are responsible for fulfilling the duties mentioned above.
To be accountable to one's position.
27. Performing duties in accordance with the quality management system policy, objectives and procedures.
to execute.
28. To be able to use all kinds of tools, equipment and materials required for their activities.
29. To ensure that all necessary activities of the faculty are carried out in accordance with the principles of effectiveness and efficiency, by recording and managing procurement processes.
30. To process domestic/international, temporary/permanent travel allowance applications.
31. To make jury fee payments.
32. To perform other tasks and duties assigned by **the superior(s)** to whom they report .

QUALIFICATIONS REQUIRED FOR THE JOB

- Meeting the requirements specified in the Civil Servants Law No. 657.
- Decision-making and problem-solving skills necessary for the optimal conduct of operations
to have.

LEGAL BASIS

- Civil Servants Law No. 657

	FIRAT UNIVERSITY OF THE REPUBLIC OF TURKEY JOB DESCRIPTION FORM	
	FACULTY/DEPARTMENT	Faculty of Health Sciences
	AFFILIATED UNIT	Dean/Faculty Secretary
	TITLE	Computer Operator
	NAME SURNAME	Mehmet Nuri GÜROCAK

JOB DESCRIPTION

To perform the duties and responsibilities assigned within the scope of the authority granted by their title, in accordance with the law and other regulations; to carry out essential and continuous public services conducted according to general administrative principles.

DUTIES, POWERS AND RESPONSIBILITIES

1. Register incoming documents and forward them to the appropriate unit.
2. To carry out printing and photocopying operations.
3. To perform other tasks and duties assigned by **the superior(s)** to whom they report .

QUALIFICATIONS REQUIRED FOR THE JOB

- Meeting the requirements specified in the Civil Servants Law No. 657.
- Decision-making and problem-solving skills necessary for the optimal conduct of operations to have.

LEGAL BASIS

- Civil Servants Law No. 657

	FIRAT UNIVERSITY OF THE REPUBLIC OF TURKEY JOB DESCRIPTION FORM	
	FACULTY/DEPARTMENT	Faculty of Health Sciences
	AFFILIATED UNIT	Dean/Faculty Secretary
	TITLE	Permanent Employee
	NAME SURNAME	Burak KUMSAL

JOB DESCRIPTION

To perform the duties and responsibilities assigned within the scope of the authority granted by their title, in accordance with the law and other regulations; to carry out essential and continuous public services conducted according to general administrative principles.

DUTIES, POWERS AND RESPONSIBILITIES

1. Register incoming documents and forward them to the appropriate unit.
2. To carry out printing and photocopying operations.
3. To perform other tasks and duties assigned by **the superior(s)** to whom they report .

QUALIFICATIONS REQUIRED FOR THE JOB

- Meeting the requirements specified in the Civil Servants Law No. 657.
- Decision-making and problem-solving skills necessary for the optimal conduct of operations to have.

LEGAL BASIS

- Civil Servants Law No. 657

	FIRAT UNIVERSITY OF THE REPUBLIC OF TURKEY JOB DESCRIPTION FORM	
	FACULTY/DEPARTMENT	Faculty of Health Sciences
	AFFILIATED UNIT	Dean/Faculty Secretary
	TITLE	Permanent Employee/Cleaning Staff
	NAME SURNAME	Mecit CANBOLAT

JOB DESCRIPTION

To perform the duties and responsibilities assigned within the scope of the authority granted by their title, in accordance with the law and other regulations; to carry out essential and continuous public services conducted according to general administrative principles.

DUTIES, POWERS AND RESPONSIBILITIES

1. To ensure the cleanliness of indoor areas such as rooms, classrooms, offices, halls, etc., as well as the surrounding areas.
2. To deal with landscaping and environmental issues.
3. Handling invitation and poster preparations for conferences, congresses, panels, etc. organized within the faculty. to prepare, distribute to relevant parties, and carry out follow-up procedures.
4. Monitoring the heating and lighting systems of buildings and facilities.
5. Posting announcements and notices on the Dean's office bulletin boards and following up on procedures.
6. To ensure a smooth flow of daily cleaning schedules.
7. To perform other tasks and duties assigned by **the superior(s)** to whom they report .

QUALIFICATIONS REQUIRED FOR THE JOB

- Meeting the requirements specified in the Civil Servants Law No. 657.
- Decision-making and problem-solving skills necessary for the optimal conduct of operations to have.

LEGAL BASIS

- Civil Servants Law No. 657

	FIRAT UNIVERSITY OF THE REPUBLIC OF TURKEY	
	JOB DESCRIPTION FORM	
	FACULTY/DEPARTMENT	Faculty of Health Sciences
	AFFILIATED UNIT	Dean/Faculty Secretary
	TITLE	Permanent Employee/Cleaning Staff
	NAME SURNAME	Yunus KARAOĞLAN

JOB DESCRIPTION

To perform the duties and responsibilities assigned within the scope of the authority granted by their title, in accordance with the law and other regulations; to carry out essential and continuous public services conducted according to general administrative principles.

DUTIES, POWERS AND RESPONSIBILITIES

1. To ensure the cleanliness of indoor areas such as rooms, classrooms, offices, halls, etc., as well as the surrounding areas.
2. To deal with landscaping and environmental issues.
3. To prepare invitations and posters for conferences, congresses, panels, etc., organized within the faculty, distribute them to relevant venues, and handle follow-up procedures.
4. Monitoring the heating and lighting systems of buildings and facilities.
5. Posting announcements and notices on the Dean's office bulletin boards and following up on procedures.
6. To ensure a smooth flow of daily cleaning schedules.
7. To perform other tasks and duties assigned by **the superior(s)** to whom they report .

QUALIFICATIONS REQUIRED FOR THE JOB

- Meeting the requirements specified in the Civil Servants Law No. 657.
- Decision-making and problem-solving skills necessary for the optimal conduct of operations to have.

LEGAL BASIS

- Civil Servants Law No. 657