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| **JOB DESCRIPTION FORM** |
| **THE POSITION’s** |
| **UNIT/SUB-UNIT** | SCIENTIFIC RESEARCH PROJECTS COORDINATION UNIT |
| **STATUS** | [ x ] OFFICER [ ] CONTRACTED STAFF |
| **TITLE** | Officer  |
| **OFFICIAL DUTY** | Officer |
| **CLASS** |  |
| **CODE** |  |
| **TOP EXECUTIVE** | Vice Rector |
| **SENIOR EXECUTIVES** | Branch Director, Scientific Research Projects Coordinator, Secretary-general, Vice Rector and Rector |
| **SUBORDINATES** | None |
| **A. INFORMATION about TASKS/DUTIES**  |
|  **1) BRIEF DESCRIPTION of TASKS/DUTIES** To conduct the secretary services of the unit within the projects that are supported and carried out by theScientific Research Projects Coordination Unit. |
|  **2) DUTIES and RESPONSIBILITIES** * To carry out necessary tasks about outgoing papers that are prepared in consequence of all sorts of correspondence exchanges between individuals and legal entities, and to ensure these papers are submitted to concerned authorities
* To write to the reporter about the evaluation of interim and final reports
* To submit the interim and final report evaluations that have been sent by the reporter to the concerned executive with a cover letter
* To write and inform concerned executives about the results of the projects that have been submitted by Base Field Commission Members and negotiated in theScientific Research Projects Commission
* To prepare the agenda that has been discussed in theScientific Research Projects Commission Meeting and the decisions that have been made, and to submit them to the concerned executive as a written report
* To record Equipment Demand Forms that have been submitted to the unit on EBYS (Electronic Document Management System)
* To write and inform concerned faculties about the amount of check off in the monetary awards and perquisites paid to project executives within the scope of TUBITAK (the Scientific and Technological Research Council of Turkey)
* To exchange the daily legal correspondence of the unit, to pursue the documents and file the documents once they are finalised
* The Officer is liable to the Branch Director, Scientific Research Projects Coordinator, Secretary-General, Vice-Rector and Rector for his/her duties and all actions and operations he/she carries out.
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| **3) WORKING CONDITIONS** |
|  **a) Work Environment** | In-doors |
|  **b) Business Risk** | Non-existent  |
| **4) MAIN ENDEAVOUR REQUIRED**[ ] PHYSICAL ENDEAVOUR[ ] MENTAL ENDEAVOUR [ x] BOTH  |
| **B. QUALIFICATION EXPECTED from the CANDIDATES to be APPOINTED**  |
| 1. **REQUIRED DEGREE**

To have a two-year college degree (at least) |
| 1. **REQUIRED VOCATIONAL EDUCATION, CERTIFICATES, and OTHER TRAININGS**
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| 1. **REQUIRED FOREIGN LANGUAGE LEVEL**

Not required |
| 1. **REQUIRED TENURE of OFFICE**

For the ones that will be appointed by means of promotion, the provisions of the Staff Promotion Legislation in Higher Education Head Institutions and Higher Education Institutions are applied. |
| **5) REQUIRED PERSONALITY TRAITS** * Attentive
* Having a good command of computers
* Being able to exchange formal correspondence
* Patient
* Organised
* Being eager to learn
* Determined
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| ***I have read the job description presented on this document. I accept and pledge to perform my duties/tasks based on the specified scope.*****Name-Surname: Name-Surname: Name-Surname:****Date Signature** **.…/.…/….**  |
| **APPROVED by****(Secretary-General)****Date Signature****.…/.…/….** |