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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 all services from the evaluation phase to the pursuing about the operation of projects that are supported and carried out by theScientific Research Projects Coordination Unit  |
|  **2) DUTIES and RESPONSIBILITIES** * To check missing documents of the demanded projects that have been uploaded to BAP (Scientific Research Projects) automation system by faculty members in BAP Project Application terms, to obtain these missing documents and have these documents distributed to ensure these papers are submitted to Base Field Commission Members based on their interests
* To ensure the submission of projects that have been received from Base Field Commission Members and that have been evaluated to BAP (Scientific Research Projects) Commission; and to notify concerned executives about the decisions that have been made
* To do the preparation of the projects that have been approved as part of Scientific Research Projects (BAP), to ensure the contracts are formed; and to seal the projects and file them
* To pursue the interim and final reports of the admitted projects as part of BAP (Scientific Research Projects) every six months
* To inform the concerned reporter about the evaluation of the interim and final reports
* To notify the concerned executive about the progress/final report evaluation that have been sent by the reporter
* To negotiate BAP (Scientific Research Projects) Commission members about the petitions Project Executives have submitted referring to the changes they envisage for the projects to be discussed in theScientific Research Projects Commissions
* To prepare the agenda for the issues that will be discussed in theScientific Research Projects Commission Meeting
* To attend Scientific Research Projects Commission Meetings
* 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
* 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
* Being able to exchange formal correspondence
* Patient
* Organised
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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** **.…/.…/….**  |
| **APPROVED by****(Secretary-General)****Date Signature****.…/.…/….** |