

TASK / JOB DESCRIPTION FORM	
STAFF OR POSITION	
UNIT / SUB UNIT	Central Research Laboratory Directorate
STATUS	[X] Civil servant [] Contract staff
TITLE	Prof. Dr., Doç. Dr. or Dr. lecturer
JOB	assistant director
DEPARTMENT	Research and Development Services
CODE	
TOP MANAGER	Rector
AFFILIATED MANAGER / MANAGERS	Manager
LOWER RANKS	Central Administrative Staff
A. INFORMATION ABOUT TASK / JOBS	
<p style="text-align: center;">1) BRIEFDESCRIPTION OF THE TASK / JOB</p> <p>Within the framework of the relevant legislation, in line with the vision and mission of the Center, helping the Director to plan, organize, direct, coordinate, take decisions and supervise the administrative and financial affairs according to the principles of efficiency, effectiveness, and ethics, supervising instead of the Director when the Director is not on duty and acting on behalf of the Director.</p>	
<p style="text-align: center;">2) DUTY / JOB AUTHORITY AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • To assist the Dean to ensure the efficient, efficient and harmonious operation of the Center by using the management functions. • To assist the Director in all management and administration of the center. • Representing the Center when the director is not on duty. • To chair the Central Executive Board and the Advisory Board when the director is not in charge. • To represent the Center in meetings with external stakeholders and to carry out bilateral relations in cases where the manager cannot attend. • To ensure that work and transactions are carried out effectively in the center. • To constantly follow the legislation concerning the business and operations of the center. • To assist the Director in preparing regulations and directives regarding the work and operations carried out in the center. • Assisting the Director in identifying and solving problems related to the work and operations of the Center. • To give opinion to the Manager on policies and strategies for making business and operations more effective and efficient. • To assist the Director in the preparation of the Center's Strategic Plan. • Organizing all the organizations (Congress, Seminar, Panel, Symposium, etc.) to be carried out by the center, contacting with media organizations and public institutions. • To coordinate and carry out the staff affairs of the center. • To make necessary warnings about the implementation of occupational health and safety issues in working environments and laboratories and to ensure that measures are taken. • To ensure that archive, statistics and database studies are carried out properly. • Ensuring and supervising environmental, cleaning, maintenance-repair services regularly. • To ensure the preparation of Annual Activity Reports. • To supervise and finalize the works related to procurement and tenders. • To enable the planning of efficient use and improvement of technical/technological/physical infrastructure • Following up the accrual, movable recording and control, purchasing, budget, and appropriations. • Meeting with the people in charge about the tools, equipment and materials to be taken to the center, and getting their opinions and suggestions. 	

- To ensure that necessary studies are carried out to determine and meet the equipment and equipment needs in the laboratories.
- To ensure the promotion of the center, to have a promotional booklet and brochure prepared.
- To assist the Director in the regulation, updating and continuous follow-up of the website of the Center.
- Assisting the Director in preparing and maintaining R&D projects at the center.
- To act in accordance with the principles of savings in business and transactions.
- To report to the Director regarding the work and operations of the Center at the end of each academic year and when requested.
- To take the necessary measures to protect all office machines and fixtures under his responsibility against any damage. To ensure that the existing tools, equipment and all kinds of materials under his responsibility are used in place and economically.
- To perform the other duties assigned by the manager related to his field of duty.
- Deputy Manager is responsible to the Director for his duties and all work / transactions he has done.

3) WORK CONDITIONS

a) Working environment	Closed area.
b) Work risk	Yes (Financial, Legal, Conscientious)

4) DUTY / WEIGHT OF THE WORK REQUIRED

PHYSICAL EFFORT MENTAL EFFORT BOTH

B. QUALITIES TO BE SEEKED WHEN APPOINTED

1) REQUIRED EDUCATION LEVEL

To have the general qualifications specified in the Civil Servants Law No. 657 and Higher Education Law No. 2547.

2) REQUIRED VOCATIONAL TRAINING, CERTIFICATION, OTHER TRAININGS

No.

5) SPECIAL QUALITIES

- Visionary.
- Has the ability to lead.
- Constantly improving themselves
- Inquisitive and curious.
- Being able to follow the legislation and make comments.
- Inquisitive
- Patient.
- Creative.
- Confident.
- Fast, orderly and careful.
- Decision maker and problem solver.
- Able to think analytically and analyze.
- Empathetic
- Has effective written and verbal communication skills
- High persuasion ability
- Good time management.
- Able to work at an intense pace.

*I have read my job description described in this document.
I accept and undertake to fulfill my duty within the scope specified here.*

Name and Surname:

Date

..../..../....

Signature

**APPROVED BY
(Manager)**

Date

.../.../...

Signature