

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	Director
DEPARTMENT	Research and Development Services
CODE	
TOP MANAGER	Rector
AFFILIATED MANAGER / MANAGERS	Rector
LOWER RANKS	Central Administrative Staff
A. INFORMATION ABOUT TASK / JOBS	
<p>1) DESCRIPTION OF THE TASK / JOB</p> <p>Within the framework of the relevant legislation, in line with the vision, mission, purpose and principles determined by the senior management of Nigde Ömer Halisdemir University; planning, organizing, directing, coordinating, taking decisions and controlling R&D activities according to efficiency, productivity and ethical principles in order to realize the vision and mission of the center.</p>	
<p>2) DUTY / JOB AUTHORITY AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • To ensure that the work of the center is carried out regularly. • To ensure that all activities of the center are monitored and controlled and the results are obtained. • To convey the needs of the center to the Rectorate with justifications. • Representing the center. • To preside over the Board of Directors and the Advisory Board and to ensure that the decisions taken in the boards are implemented. • To constantly follow the legislation concerning the activities of the center. • To ensure that the central administrative staff perform their activities within the framework of Laws and Regulations. • To regulate the organization, duties, powers and responsibilities of the center and working procedures and principles. • To work in an order by ensuring coordination and coordination with other units of the university. • To hold an Advisory Board meeting every year. • To determine the mission and vision of the center, to share it with all academic and administrative staff at the University and to motivate them to realize. • Preparing the Central Strategic Plan in accordance with the University's Strategic Plan; To ensure that the necessary work and transactions regarding the strategic plan are carried out. • To ensure that the statistical information and annual activity reports regarding the annual performance program of the center are prepared and reported to the relevant places. • To ensure that the staff of the center is employed in accordance with the job analysis and to make / review the updates required in the job analysis every 6 months. • To ensure that the center's self-assessment and quality improvement activities are carried out regularly. • To ensure that the necessary work is carried out for the center to be accredited. • To encourage the production of projects within the scope of University-Industry cooperation (UIL) in an effective communication and cooperation with external stakeholders. • To ensure and follow up studies for the satisfaction of stakeholders. • To ensure that the budget of the Center is prepared, submitted to the Rector's Office and implemented every year with its justifications. • Planning the staff needs of the center and submitting them to the Rector's Office. • To identify problems related to the activities of the center, to resolve them, and to convey them to the Rectorate when necessary. 	

- To follow the latest developments in the world and in Turkey for the area and ensure their implementation at the center.
- Determining the center's machinery / equipment and computer needs and submitting them to the Rectorate.
- To organize meetings with the academic staff of the university, to listen to their demands about the Center and to produce solutions.
- To ensure that the work and transactions related to part-time students are carried out within the framework of the relevant legislation.
- To ensure the promotion of the center, to prepare an up-to-date promotional booklet and brochure.
- To ensure that the Center's Activity Report is prepared.
- To form working groups and commissions as needed.
- To ensure that center services are provided in an effective, efficient and swift manner.
- To ensure that the activities in the field of duty and responsibility are carried out in accordance with the definitions and instructions of the existing internal control system.
- To prepare regulations and directives regarding the activities of the center and to submit them to the Rectorate.
- To ensure that the web page of the center is organized and updated.
- Ensuring that the materials given / to be given to the center through grant are recorded.
- To ensure that all kinds of purchasing and goods transactions of the center are carried out.
- To present the annual activity report to the Rector at the end of each year.
- To take the necessary measures to protect all office machines and fixtures under the responsibility of the center against any damage.
- To ensure that the tools, equipment and all kinds of materials available in the center are used in place and economically.
- To do other jobs given by the Rector in this realm.
- The Director is responsible to the Rector 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 / THE REQUIRED HEAVY WORK EFFORT

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 QUALIFICATIONS

- 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
(RECTOR)**

Date

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

Signature