

TASK / JOB DESCRIPTION FORM	
STAFF OR POSITION	
UNIT/SUB UNIT	Central Research Laboratory Directorate
STATUS	<input checked="" type="checkbox"/> Civil servant <input type="checkbox"/> Personnel on contract
TITLE	Civil servant, Computer Operator or Warehouse Clerk
JOB	Movable Registration and Control Authority / Warehouse Clerk
DEPARTMENT	General administrative services
CODE	
TOP MANAGER	Rector
AFFILIATED MANAGER / MANAGERS	Manager
LOWER RANKS	None
A. INFORMATION ABOUT TASK / JOBS	
<p>1) BRIEF DESCRIPTION OF THE JOB /DUTIES In line with the Movable Property Regulation, regardless of the source and the method of acquisition, the registration, storage and use of movable property belonging to the Central Research Laboratory Directorate and the execution of the duties of assigning the management account.</p>	
<p>2) DUTY / JOB AUTHORITY AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • To carry out the duties of registering, keeping and using the movable property belonging to the Directorate and giving the management account. • Keeping records regarding the entry and exit of movables, arranging the related documents and tables and sending the movable management statement of accounts to the consolidated officer. • To take delivery of the movables acquired by the spending unit by counting those whose examination and acceptance are made according to their type and qualifications. • Handing over the movables whose consumption or usage is deemed appropriate by the expenditure authority. • To take and ensure that the necessary measures are taken to protect the movables against fire, wetting, deterioration, theft and similar dangers. • Notifying the spending authority of reductions due to theft or extraordinary reasons. • Checking, counting and having the durable movables in use where they are located • To prepare the management account of the movables for which the records are kept and submit it to the expenditure authority. • Ensuring the management and administration of the warehouse. • Fulfill the duties assigned to it in a timely, complete, labor, time and material saving manner. • To take the necessary measures to protect the office machines and fixtures under his responsibility against any damage. To ensure that the tools, equipment and all kinds of materials under his responsibility are used in place and economically. • The civil servant is responsible to the Director for his work / transactions. 	
3) WORK ENVIRONMENT	
a) Working environment	Closed area
b) Work risk	Yes (Financial, Legal, Fire Risk etc.)
<p>4) DUTY / WEIGHT OF THE WORK REQUIRED <input type="checkbox"/> PHYSICAL EFFORT <input type="checkbox"/> MENTAL EFFORT <input checked="" type="checkbox"/> BOTH</p>	

B. QUALITIES TO BE SEEKED WHEN APPOINTED

1) REQUIRED EDUCATION LEVEL AND DEPARTMENT

To have at least an associate degree.

2) REQUIRED VOCATIONAL TRAINING, CERTIFICATION, OTHER TRAININGS

Having received training in the field

3) REQUIRED FOREIGN LANGUAGE

None.

4) REQUIRED SERVICE TIME

For those who will be appointed by promotion, the provisions of Higher Education Supreme Institutions and Higher Education Institutions Personnel Promotion Regulation are valid.

5) SPEACIAL QUALIFICATIONS

- Being reliable
- Knowledge and ability to use Portable Registration and Management System
- Ability to use the computer well.
- Being neat and tidy
- Being able to follow technology closely regarding the task.
- Mathematical ability.

*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