

TASK / JOB DESCRIPTION FORM	
STAFF OR POSITION	
UNIT/SUB UNIT	Central Research Laboratory Directorate
STATUS	[X] Civil servant [] Contract staff
TITLE	Officer, Computer Operator or Secretary
JOB	Sekretary
DEPARTMENT	General administrative services
CODE	
TOP MANAGER	Rector
AFFILIATED MANAGER / MANAGERS	Manager and assistant managers
LOWER RANKS	No
A. INFORMATION ABOUT TASK / JOBS	
<p>1) BRIEF DESCRIPTION OF THE TASK / JOB Fulfillment of the center's secretarial services effectively and efficiently.</p>	
<p>2) DUTY / JOB AUTHORITY AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • To perform the secretarial services of the center (phone transfer, note taking, appointment scheduling, faxing, etc.). • To keep track of daily work by organizing the manager's phone calls and appointments. • To inform the Manager of daily urgent articles in the work flow. • Preventing uninterested or unsuitable persons from entering the director's room, ensuring that the room is kept locked when the director is not available. • To do the daily correspondence of the center, to follow up, to file after the transaction is completed. • Preparing various papers and documents when necessary. • To record the documents coming to and from the center and to forward them to the relevant authorities in line with the instructions of the superiors. • To distribute and follow-up the articles coming from wet signature. • To announce the meetings to be held to the staff. • Reminding the Director of the day and time of important meetings such as the Board of Directors and the Advisory Board. • Your center; To announce the meeting information of the Board of Directors and Advisory Boards to the relevant people and to have the decisions signed by the board members and send them to the relevant units. • To report various announcements to the relevant units. • To keep, archive and preserve the private and institutional files of the Directorate and the Director. • Organizing private or confidential articles belonging to the director, preparing their requests such as invitations and ensuring that they reach the relevant people on time. • To determine in advance and provide the equipment and other materials needed by the manager. • To help the Manager to use his time efficiently by directing the guests who come to the center to other relevant persons, if necessary, according to their meeting requests. • Taking care of the guests coming to the center and hosting them until the meeting begins. • To protect and preserve documents, movable and immovable property related to their duties. • To assist the units with high business volume according to the principles determined by the supervisor. • Fulfill the duties assigned to it in a timely, complete, labor, time and material saving manner. • To take the necessary measures to protect all office machines and fixtures under his responsibility against any damage. • To ensure that the tools, equipment and all kinds of materials under their responsibility are used properly and economically. • To do other works given by the manager related to his / her field of duty. • The Secretary is responsible to the Director for her work / transactions. 	

3) WORK CONDITIONS	
a) Working environment	Closed area.
b) Work risk	No.
4) DUTY / THE REQUIRED HEAVY WORK EFFORT <input type="checkbox"/> PHYSICAL EFFORT <input type="checkbox"/> MENTAL EFFORT <input checked="" type="checkbox"/> BOTH	
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 To have an education related to their field of study	
3) REQUIRED FOREIGN LANGUAGE AND LEVEL 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) SPECIAL QUALIFICATIONS <ul style="list-style-type: none"> • Having a positive perspective. • Having good communication skills and being friendly. • Careful, clean and tidy. • Having the ability to speak properly • Attaching importance to privacy. 	
<p><i>I have read my job description described in this document.</i> <i>I accept and undertake to fulfill my duty within the scope specified here.</i></p>	
Name and Surname:	
Date/..../....	Signature
APPROVED BY (Manager)	
Date/..../....	Signature