

	<b>ERCIYES UNIVERSITY</b> <b>FACULTY OF VETERINARY MEDICINE</b> <b>JOB DEFINITIONS</b>	<b>DOCUMENT NO:</b>	Vet_Fr.01-03
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<b>Unit:</b>	Dean of the Faculty of Veterinary Medicine		
<b>Task Name:</b>	Faculty Secretary		
<b>Chief:</b>	Dean		
<b>Unit Affiliated</b>	Dean of the Faculty of Veterinary Medicine		
<b>BRIEF DESCRIPTION OF THE TASK :</b> To work, plan, direct, coordinate and supervise the administrative staff of the faculty in order to ensure that they work in a healthy, orderly and harmonious manner in accordance with the principles of effectiveness and efficiency.			
<b>DUTIES AND RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>- Authorities and responsibilities specified in Article 51/b,c of Law No. 2547,</li><li>- To plan, execute, coordinate and supervise the works under its responsibility in an orderly and harmonious manner in accordance with the legislation,</li><li>- To have the agenda of the Faculty Board, Faculty Executive Board and Disciplinary Board prepared and to attend the meetings,</li><li>- To check all kinds of letters and documents issued by the units,</li><li>- To plan the staff needs,</li><li>- To make recommendations to the Dean regarding the personnel to be assigned to the administrative offices of the Faculty,</li><li>- To take security measures for the buildings belonging to the Faculty, to plan and finalize the maintenance-repair, heating and lighting and cleaning works of the buildings,</li><li>- To have the budget of the Faculty prepared and managed,</li><li>- To carry out the rental transactions of the real estates belonging to the Faculty (Canteen, Photocopy, Pharmacy etc.) with the tender committee,</li><li>- To plan and follow up the purchase of the goods and services needed by the Faculty,</li><li>- To and to monitor and ensure the implementation of regulations,</li><li>- To improve the working conditions of administrative staff and ensure coordination between them,</li><li>- To ensure that faculty units are brought into compliance with occupational health and safety conditions,</li><li>- To take measures to establish harmony, respect and cooperation among staff,</li><li>- To evaluate staff according to their performance, to ensure that staff participate in in-service training to increase their performance,</li><li>- To participate in the preparation of activity reports, internal audits, strategic plans, unit internal evaluation reports, to follow up the results and ensure that they reach the relevant units on time,</li></ul>			

- To act as a member of the Committee in the preparation of the Internal Control Standards and Action Plan,
- To monitor the personal rights of academic and administrative staff,
- To make recommendations to the Dean's Office regarding the award and commendation procedures of administrative staff, - To carry out other tasks deemed appropriate by the Dean.

<b>PREPARER:</b> <b>QUALITY UNIT</b>	<b>CONTROLLED BY:</b> <b>VICE DEAN</b> <b>Prof.Dr. Murat KANBUR</b>	<b>APPROVED BY:</b> <b>DEAN</b> <b>Prof.Dr. Abdullah İNCİ</b>
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