

TR

**TOKAT GAZİOSMANPAŞA UNIVERSITY**  
**DIRECTORATE OF TURHAL HEALTH SERVICES VOCATIONAL SCHOOL**  
**JOB DESCRIPTION FORM**

<b>ORGANIZATIONAL INFORMATION</b>	<b>Unit</b>	: Tokat Gaziosmanpasa University
	<b>Department</b>	: Directorate of Health Services Vocational School
	<b>His duty</b>	: SHMYO Director/Expenditure Officer
	<b>Top Manager/Managers</b>	: Rector
	<b>Subordinates</b>	:

It has been prepared within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations with the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738.

**1. BRIEF DESCRIPTION OF THE TASK**

The Director, who is the representative of the Vocational School and its units, is directly appointed by the Rector for a period of three years. The Director whose term has expired may be reappointed. The Director selects a maximum of two persons from among the salaried academic staff of the school as Deputy Directors for a period of three years to assist him in his work.

In accordance with the objectives and principles determined by the senior management of Gaziosmanpaşa University; to carry out, plan, direct, coordinate and supervise all activities required to carry out education and training in line with the vision and mission of the Vocational School in accordance with the principles of effectiveness and efficiency.

**2. DUTIES AND RESPONSIBILITIES**

- 2.1. Performs the duties specified in Article 20/b of the Higher Education Law No. 2547.
- 2.2. The ultimate goal is to ensure that academic and administrative work at the Vocational School is carried out in the best possible way.  
has authority and responsibility.
- 2.3. Represents the legal entity of the Vocational School. It represents the vision and strategy of the Vocational School.  
determines and monitors its implementation.
- 2.4. To follow social and cultural developments in accordance with the determined vision and mission and to reflect these in the Vocational School.  
reflects on the process.
- 2.5. He/she presides over the boards of the Vocational School. He/she implements the decisions of the Vocational School boards and the Vocational School units.  
ensures regular operation.
- 2.6. At the end of each academic year and when requested, the Vocational School reports to the Rector on its general status and functioning.
- 2.7. The Vocational School notifies the Rectorate about its funding and staff needs with justifications, and submits the proposal regarding the Vocational School budget to the Rectorate after receiving the opinion of the Vocational School Board of Directors.
- 2.8. Performs general supervision and auditing duties on the Vocational School units and personnel at all levels.
- 2.9. In the rational use of the teaching capacity of the Vocational School and its affiliated units,  
takes the necessary security measures in its development.
- 2.10. Conducts studies to provide necessary social services to students.
- 2.11. Ensures that education-training, scientific research and publication activities are carried out in an orderly manner,  
Identifies problems and motivates staff.
- 2.12. Supervision, monitoring and control of all activities and their results.  
is primarily responsible to the Rector in taking the necessary steps.
- 2.13. Performs other duties assigned to it by this law.

**3. POWERS**

- 3.1. To have the authority to perform the duties and responsibilities specified above,
- 3.2. Being able to use the necessary tools and equipment to carry out the activities,
- 3.3. To use the authority to represent Gaziosmanpaşa University,
- 3.4. Having signature authority,
- 3.5. To exercise spending authority,
- 3.6. Assigning work to managers and personnel under his command, directing them, checking and correcting their work,  
To have the authority to warn, request information and reports when necessary,
- 3.7. Punishing, rewarding, assigning records, providing training, changing the job of the managers and personnel under his command.  
and have the authority to grant permission,

3.8. Has the authority to decide and approve the evaluations in the selection of personnel to be recruited to the institution.  
to be,

**4. CLOSEST MANAGER**

Rector

**5. RELATED JOB TITLES BELOW**

Vice Principals, Department Heads, Academicians and Teaching Assistants, Vocational School Secretary,  
Department Secretaries, Vocational School Offices

**6. QUALIFICATIONS REQUIRED IN THIS JOB**

- 6.1. General provisions specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547  
to have qualifications,
- 6.2. To have work experience at the level required for the position,
- 6.3. Having managerial qualities; knowing the requirements of management and administration,
- 6.4. Have the necessary decision-making and problem-solving skills to carry out their activities in the best possible way.  
to be.

**7. RESPONSIBILITY**

While the Director of the Vocational School carries out all the above-mentioned duties in accordance with the laws and regulations, he is responsible to the Rector of Gaziosmanpaşa University.

**APPROVED BY**

**Lecturer Halil İbrahim ERGEN  
Manager**

TR

**TOKAT GAZİOSMANPAŞA UNIVERSITY**  
**DIRECTORATE OF TURHAL HEALTH SERVICES VOCATIONAL SCHOOL**  
**JOB DESCRIPTION FORM**

<b>ORGANIZATIONAL INFORMATION</b>	<b>Unit</b>	:	<b>Tokat Gaziosmanpasa University</b>
	<b>Department</b>	:	<b>Directorate of Health Services Vocational School</b>
	<b>His duty</b>	:	<b>College Board</b>
	<b>Top Manager/Managers</b>	:	
	<b>Subordinates</b>	:	

It has been prepared within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations with the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738.

**1. BRIEF DESCRIPTION OF THE TASK**

The Board of Higher Education consists of the Director, Vice-Principals and department heads in the school. They carry out the duties assigned to the Board of Higher Education by Law No. 2547 in terms of the School.

The College Board normally meets at the beginning and end of each semester. The Director calls the College Board to a meeting when deemed necessary.

**2. DUTIES AND RESPONSIBILITIES**

The Board of Higher Education is an academic body and performs the following duties:

- 2.1. Planning the principles of the education, training, scientific research and publication activities of the college,  
to decide on the program and educational calendar.
- 2.2. To elect members to the Board of Directors of the College.
- 2.3. To perform other duties assigned by this law.

**APPROVED BY**

**Lecturer Halil İbrahim ERGEN**

**Manager**

TR

**GAZİOSMANPAŞA UNIVERSITY**  
**DIRECTORATE OF TURHAL HEALTH SERVICES VOCATIONAL SCHOOL**  
**JOB DESCRIPTION FORM**

<b>ORGANIZATIONAL INFORMATION</b>	<b>Unit</b>	: Tokat Gaziosmanpasa University
	<b>Department</b>	: Directorate of Health Services Vocational School
	<b>His duty</b>	: College Board of Directors
	<b>Top Manager/Managers</b>	:
	<b>Subordinates</b>	:

It has been prepared within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations with the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738.

**1. BRIEF DESCRIPTION OF THE TASK**

The Board of Directors of the School of Higher Education is composed of the Director as the chairman, the Vice Directors, and three faculty members and/or staff members elected by the School of Higher Education for a term of three years from among six candidates nominated by the Director. The Board of Directors of the College carries out the duties assigned to the Board of Directors by Law No. 2547 in terms of the college. The Board of Directors of the College meets upon the call of the Director. The Board of Directors may establish temporary working groups and education-training coordinators when deemed necessary and regulate their duties.

**2. DUTIES AND RESPONSIBILITIES**

The Board of Directors of the College is a body assisting the Director in administrative activities and performs the following duties.

- 2.1. To assist the Director in the implementation of the principles determined by the decisions of the Higher Education Board.
- 2.2. To ensure the implementation of the educational plans, programs and calendar of the college,
- 2.3. To prepare the investment, program and budget draft of the college.
- 2.4. To make decisions on matters to be brought forward by the Director regarding the College Administration,
- 2.5. Procedures related to student admission, course adaptation and dismissal, education and examinations.  
to decide about,
- 2.6. To perform other duties assigned by this law.

APPROVED BY

**Lecturer Halil İbrahim ERGEN**  
**Manager**

TR

**TOKAT GAZİOSMANPAŞA UNIVERSITY**  
**DIRECTORATE OF TURHAL HEALTH SERVICES VOCATIONAL SCHOOL**  
**JOB DESCRIPTION FORM**

<b>ORGANIZATIONAL INFORMATION</b>	<b>Unit</b>	: Tokat Gaziosmanpasa University
	<b>Department</b>	: Directorate of Health Services Vocational School
	<b>His duty</b>	: Deputy Director (Responsible for Education and Training)
	It has been prepared within	: Manager
	the	:

scope of the establishment, implementation, monitoring and development of the internal control system in public administrations with the Communiqué on **Public** Internal Control Standards published in the Official Gazette dated 26/12/2007 and numbered 26738.

#### 1. BRIEF DESCRIPTION OF THE TASK

Assistant Directors are selected by the Director from among the salaried academic staff and/or staff of the Vocational School to assist him/her in his/her work and are appointed for a maximum of three years. The Director may change his/her assistants when he/she deems necessary. When the Director's duty ends, the duty of the assistants also ends. In line with the vision and mission of the Vocational School, it carries out work to ensure that all activities required to carry out education and training are carried out in accordance with the principles of effectiveness and efficiency.

#### 2. DUTIES AND RESPONSIBILITIES

- 2.1. Acts as the Vocational School Director in his absence.
- 2.2. Performs the duties given by the Vocational School Director and assists in his/her work.
- 2.3. Provides primary assistance to the Vocational School Director in all aspects of the Vocational School's management and administration.
- 2.4. Acts as the Secretary of the College in his/her absence.
- 2.5. Carries out the activities specified in the application areas of the Vocational School Procedures.
- 2.6. He/she is obliged to protect and preserve documents, belongings and equipment related to his/her duty.
- 2.7. Organizes orientation activities for newly registered students.
- 2.8. Coordinates with Department Heads on education and training-related work and monitors the work.
- 2.9. Monitors and follows up lesson plans, lesson and exam programs and supervisor lists,  
Examines problems raised by students and produces solutions.
- 2.10. Ensures that course distribution within the college is balanced and reasonable.
- 2.11. Student counseling services, automation system, ensures regular course registrations.
- 2.12. Prepares the information and documents requested by the Vocational School Directorate for courses and laboratories,  
ensures the distribution and effective use of classrooms.
- 2.13. It reviews, supervises and controls all kinds of activities organized by student clubs and students. It ensures that the materials, tools and equipment needed for the activities to be organized are provided.
- 2.14. It monitors the studies related to Horizontal Transfer, Vertical Transfer, Double Major, Minor, Foreign Student Admission.  
It ensures that the relevant data is entered into the ÖSYM (KKYS etc.) automation system.
- 2.15. Monitors and supervises the work of the Scholarship Commission, Internship Commission and Graduation Commission.  
Provides information to the Directorate when necessary.
- 2.16. Organizes the elections of the college student representatives and presides over the meetings to be held with these representatives.  
does.
- 2.17. It helps students who want to benefit from ERASMUS and FARABI programs,  
provides coordination.
- 2.18. Ensures the implementation of summer school regulations.
- 2.19. Chairs the commissions regarding students' course adaptation and exemption.
- 2.20. Prepares statistical data regarding education and training.
- 2.21. Conducts student disciplinary matters.
- 2.22. Improvement based on the evaluation results filled out by students at the end of each semester  
does the work.
- 2.23. The college carries out the necessary work for the establishment of student clubs.

- 2.24. Assists the Director and the College Secretary in providing necessary social services to students.
- 2.25. Performs other tasks and operations assigned by the senior managers within the process to which he/she is affiliated.
- 2.26. Performs other duties specified in the Higher Education Law and Regulations.

### 3. AUTHORITIES

- 3.1. To have the authority to perform the duties and responsibilities specified above.
- 3.2. Being able to use the necessary tools and equipment to carry out the activities.
- 3.3. To use the authority to represent Gaziosmanpaşa University when necessary. 3.4. To use the signature authority.
- 3.5. To use spending authority during the periods when he/she acts as the Director.
- 3.6. Assigning work to the personnel under his command, directing them, checking their work, and correcting them when necessary.  
To have the authority to warn, request information and reports.
- 3.7. Punishing, rewarding, assigning records, providing training, changing the job of the managers and personnel under his command.  
and have the authority to grant permission,
- 3.8. Has the authority to decide and approve the evaluations in the selection of personnel to be recruited to the institution.  
to be,

### 4. CLOSEST MANAGER

Vocational School Director

### 5. RELATED JOB TITLES BELOW

### 6. QUALIFICATIONS REQUIRED IN THIS JOB

- 6.1. General provisions specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547
- 6.2. To have work experience  
at the level required for the position, 6.3. To have management qualifications; to  
know the requirements of direction and management, 6.4. To have the necessary decision-  
making and problem-solving qualities to continue their activities in the best way.  
to be.

### 7. RESPONSIBILITY

The Vice President of the Vocational School is responsible to the President of the Vocational School while performing all the above-mentioned duties in accordance with the laws and regulations.

APPROVED BY

Lecturer Halil İbrahim ERGEN

Manager

TR

**TOKAT GAZİOSMANPAŞA UNIVERSITY**  
**DIRECTORATE OF TURHAL HEALTH SERVICES VOCATIONAL SCHOOL**  
**JOB DESCRIPTION FORM**

<b>ORGANIZATIONAL INFORMATION</b>	<b>Unit</b>	: Tokat Gaziosmanpasa University
	<b>Department</b>	: Directorate of Health Services Vocational School
	<b>His duty</b>	: Deputy Director (Responsible for Management and Administration)
	It has been prepared within	: Manager
	the	:

scope of the establishment, implementation, monitoring and development of the internal control system in public administrations with the Communiqué on **Public** Internal Control Standards published in the Official Gazette dated 26/12/2007 and numbered 26738.

### 1. BRIEF DESCRIPTION OF THE TASK

Assistant Directors are selected by the Director from among the salaried academic staff and/or staff of the Vocational School to assist him/her in his/her work and are appointed for a maximum of three years. The Director may change his/her assistants when he/she deems necessary. When the Director's duty ends, the duty of the assistants also ends. In line with the vision and mission of the Vocational School, it carries out work to ensure that all activities required to carry out education and training are carried out in accordance with the principles of effectiveness and efficiency.

### 2. DUTIES AND RESPONSIBILITIES

- 2.1. Acts as the Vocational School Director in his absence.
- 2.2. Performs the duties given by the Vocational School Director and assists in his/her work.
- 2.3. Provides primary assistance to the Vocational School Director in all aspects of the Vocational School's management and administration.
- 2.4. Acts as the Secretary of the College in his/her absence.
- 2.5. Carries out the activities specified in the application areas of the Vocational School Procedures.
- 2.6. He/she is obliged to protect and preserve documents, belongings and equipment related to his/her duty.
- 2.7. Reviewing the preparations for study rooms and classrooms, determining the needs and ensures supervision of the work.
- 2.8. Organizes events such as conferences, seminars, etc. and keeps records of participation, success, etc. in these events. ensures preparation of documents.
- 2.9. Monitors and supervises the material needs, operation and order of laboratories and classrooms and ensures that missing materials are provided.
- 2.10. Ensures that the information on the MYO website is updated regularly.
- 2.11. Ensures that announcements reach interested parties in the flow of information within or outside the institution.
- 2.12. Assisting the Vocational School Director in increasing and conducting the international and national relations of the Vocational School.  
It is possible.
- 2.13. Monitors the appointment, position, leave, report and other personnel rights of academic and administrative staff, and listens to the requests of the staff in this regard.
- 2.14. Ensures that the Vocational School Library is enriched and provides regular service.
- 2.15. Ensures the orderly operation of printing, photocopying and information processing units.
- 2.16. Reviews, supervises and controls all activities organized by teaching staff.  
Ensures that the materials and equipment needed for the events to be organized are provided.
- 2.17. Examines and supervises requests for book exhibitions, stands, posters to be hung, etc. to be opened in the Vocational School (from outside Gaziosmanpaşa University and for special purposes).
- 2.18. Conducts studies on occupational safety, occupational health and risk assessment in the Vocational School.
- 2.19. Keeps track of accrual, movable property registration-control, purchasing, budget and appropriation statuses.
- 2.20. Ensures regular control and follow-up of the inspection and acceptance committees.
- 2.21. Organizes the Vocational School academic opening and graduation ceremonies to ensure that they are held regularly.
- 2.22. Ensures the organization of press, publication and public relations.
- 2.23. Ensures that necessary work is carried out to determine the policies and strategies of the college.
- 2.24. Assists the Director and the College Secretary in providing necessary social services to students.

2.25. Performs other tasks and operations assigned by the senior managers within the process to which he/she is affiliated.

2.26. Performs other duties specified in the Higher Education Law and Regulations.

### 3. POWERS

3.1. To have the authority to perform the duties and responsibilities specified above.

3.2. Being able to use the necessary tools and equipment to carry out the activities.

3.3. To use the authority to represent Gaziosmanpaşa University when necessary.

3.4. Using signature authority.

3.5. To use spending authority during the periods when he/she acts as the Director.

3.6. Assigning work to the personnel under his command, directing them, checking their work, and correcting them when necessary.

To have the authority to warn, request information and reports.

3.7. Punishing, rewarding, assigning records, providing training, changing the job of the managers and personnel under his command.

and have the authority to grant permission,

3.8. Has the authority to decide and approve the evaluations in the selection of personnel to be recruited to the institution.

to be,

### 4. CLOSEST MANAGER

Director of Vocational School

### 5. RELATED JOB TITLES BELOW

### 6. QUALIFICATIONS REQUIRED IN THIS JOB

6.1. General provisions specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547

to have qualifications,

6.2. To have work experience at the level required for the position,

6.3. Having managerial qualities; knowing the requirements of management and administration,

6.4. Have the necessary decision-making and problem-solving skills to carry out their activities in the best possible way.

to be.

### 7. RESPONSIBILITY

The Vice President of the Vocational School is responsible to the President of the Vocational School while performing all of the above-mentioned duties in accordance with the laws and regulations.

APPROVED BY

Lecturer Halil İbrahim ERGEN  
Manager



TR

**TOKAT GAZİOSMANPAŞA UNIVERSITY**  
**DIRECTORATE OF TURHAL HEALTH SERVICES VOCATIONAL SCHOOL**  
**JOB DESCRIPTION FORM**

<b>ORGANIZATIONAL INFORMATION</b>	<b>Unit</b>	: Gaziosmanpasa University
	<b>Department</b>	: Vocational School Directorate
	<b>His duty</b>	: Head of Department
	<b>Top Manager/Managers</b>	: Manager
	<b>Subordinates</b>	:

It has been prepared within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations with the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738.

**1. BRIEF DESCRIPTION OF THE TASK**

In accordance with the objectives and principles determined by the senior management of Gaziosmanpaşa University; It carries out administrative and academic affairs within the department in order to carry out all activities necessary to carry out education and training in line with the vision and mission of the Vocational School in accordance with the principles of effectiveness and efficiency.

**2. DUTIES AND RESPONSIBILITIES**

- 2.1. Chairs the department boards.
- 2.2. The department requests its needs in writing to the Directorate.
- 2.3. Ensures that all correspondence between the Directorate and the Department is carried out in a healthy manner.
- 2.4. Ensures coordination between programs affiliated to the department.
- 2.5. Ensures that the department's course distribution is balanced among the teaching staff.
- 2.6. Ensures that education and training in the department are carried out in an orderly manner.
- 2.7. Ensures that additional course and exam fee schedules are maintained regularly.
- 2.8. Identifies the department's problems related to education and training and conveys them to the Directorate.
- 2.9. Conducts the evaluation and quality development activities of the department and submits reports to the Directorate.
- 2.10. Conducts accreditation efforts for programs affiliated to the department.
- 2.11. It works to create a communication environment among the academic staff in the Department for the purpose of efficient and effective education-training and scientific research.
- 2.12. Ensures that course registrations are made regularly at the beginning of each semester.
- 2.13. The department is closely interested in the educational problems of its students.
- 2.14. The student-teaching staff relations in the department are regular and in line with the aims of education.  
ensures that it is carried out in a healthy manner.
- 2.15. Holds meetings with advisors to ensure regular course registrations.
- 2.16. Ensures that associate degree education-training and examination regulations and directives are implemented as required.
- 2.17. Ensures that teaching staff teach their classes regularly.
- 2.18. Department ensures the planning and execution of ERASMUS and FARABI programs.
- 2.19. Performs other duties assigned by the Director of the Vocational School related to his/her field of duty.

**3. POWERS**

- 3.1. To have the authority to perform the duties and responsibilities specified above.
- 3.2. Being able to use the necessary tools and equipment to carry out the activities.
- 3.3. Using signature authority.
- 3.4. Assigning work to the personnel under his command, directing them, checking their work, and correcting them when necessary.  
To have the authority to warn, request information and reports.

**4. CLOSEST MANAGER**

Director of Vocational School

**5. RELATED JOB TITLES BELOW**

Faculty Members, Instructors and Department Secretaries

**6. QUALIFICATIONS REQUIRED IN THIS JOB**

- 6.1. General provisions specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547 to have qualifications,
- 6.2. To have work experience at the level required for the position,
- 6.3. Having managerial qualities; knowing the requirements of management and administration,
- 6.4. Have the necessary decision-making and problem-solving skills to carry out their activities in the best possible way. to be.

**7. RESPONSIBILITY**

While performing all the above-mentioned duties in accordance with the laws and regulations, the Department Head is responsible to the Director of the Vocational School.

**APPROVED BY**

**Lecturer Halil İbrahim ERGEN  
Manager**

TR

**TOKAT GAZİOSMANPAŞA UNIVERSITY**  
**DIRECTORATE OF TURHAL HEALTH SERVICES VOCATIONAL SCHOOL**  
**JOB DESCRIPTION FORM**

<b>ORGANIZATIONAL INFORMATION</b>	<b>Unit</b>	: Tokat Gaziosmanpasa University
	<b>Department</b>	: Vocational School Directorate
	<b>His duty</b>	: Instructors
	<b>Top Manager/Managers</b>	: Director/Deputy Director/Head of Department
	<b>Subordinates</b>	:

It has been prepared within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations with the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738.

**1. BRIEF DESCRIPTION OF THE TASK**

He/she is a faculty member who is responsible for giving lessons and conducting practices. In universities and their affiliated units, for the courses where there is no faculty member assigned in accordance with the relevant law or for the education, training and practices of any course that requires special knowledge and expertise, people who are known for their studies and works in their fields of expertise can be assigned on a fixed-term or hourly basis.

**2. DUTIES AND RESPONSIBILITIES**

- 2.1. Using all of the available potential, the Vocational School and the department in which it is located, tries to achieve his goals.
- 2.2. The Vocational School carries out the activities specified under its responsibility within the quality system. brings.
- 2.3. Information requested by the Vocational School Directorate for the courses and laboratories for which he/she is responsible. and provides the documents.
- 2.4. At the end of each semester, he/she makes improvements based on the results of the course evaluation forms filled out by the students for the courses he/she is responsible for.
- 2.5. To faithfully adhere to the Higher Education legislation and the ideal of a modern/developed country in its consultancy and courses. performs it in the best possible way.
- 2.6. Continuously improves himself/herself; improves his/her intellectual equipment with his/her foreign language and academic knowledge; organizes extracurricular university events and contributes to the organized activities; carries out social responsibility projects, and strives to be a leader for the society and useful to the students.
- 2.7. Performs the duties assigned by the Vocational School Director and Department Head.
- 2.8. Performs other duties specified in the Higher Education Law and Regulations.

**3. POWERS**

- 3.1. To have the authority to perform the duties and responsibilities specified above.
- 3.2. Being able to use the necessary tools and equipment to carry out the activities.
- 3.3. Using signature authority.

**4. CLOSEST MANAGER**

Head of Department

**5. RELATED JOB TITLES BELOW****6. QUALIFICATIONS REQUIRED IN THIS JOB**

- 6.1. General provisions specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547 to have qualifications,
- 6.2. To have work experience at the level required for the position.
- 6.3. Have the necessary decision-making and problem-solving skills to carry out their activities in the best possible way. to be.

**7. RESPONSIBILITY**

While performing all the above-mentioned duties in accordance with the laws and regulations, the Lecturer is responsible to the Department Head at the Vocational School.

**APPROVED BY**

**Lecturer Halil İbrahim ERGEN**  
**Manager**

TR

**TOKAT GAZİOSMANPAŞA UNIVERSITY**  
**DIRECTORATE OF TURHAL HEALTH SERVICES VOCATIONAL SCHOOL**  
**JOB DESCRIPTION FORM**

<b>ORGANIZATIONAL INFORMATION</b>	<b>Unit</b>	: Tokat Gaziosmanpasa University
	<b>Department</b>	: Vocational School Directorate
	<b>Position</b>	: College Secretary
	<b>Senior Manager/Managers</b>	: Manager
	<b>Subordinates</b>	:

It has been prepared within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations with the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738.

**1. BRIEF DESCRIPTION OF THE TASK**

In accordance with the objectives and principles determined by the senior management of Gaziosmanpaşa University; to carry out studies in order to carry out all activities required to carry out education and training in line with the vision and mission of the Vocational School in accordance with the principles of effectiveness and efficiency.

**2. DUTIES AND RESPONSIBILITIES**

- 2.1. Fulfills the requirements of Articles 51/b, 51/c of the Higher Education Law No. 2547.
- 2.2. Ensures that administrative units in higher education institutions operate in accordance with legislation and in an orderly manner.
- 2.3. Carries out all administrative affairs of the Vocational School inside and outside the University, and provides the necessary information to higher authorities when requested.
- 2.4. To make recommendations to the Director of the College regarding the personnel to be assigned to the College administrative organization is found.
- 2.5. Ensures that internal and external correspondence is carried out.
- 2.6. Prepares the agenda of the Higher Education Council, Higher Education Executive Board and Higher Education Disciplinary Board and announces it to the relevant parties. Acts as a rapporteur. Prepares decisions and minutes and ensures their implementation.
- 2.7. Ensures that the buildings and facilities of the college are kept in a usable condition; follows up on necessary maintenance and repair work; ensures that services such as heating, lighting, cleaning, etc. are carried out.
- 2.8. Machinery and equipment used in education and training activities and management tasks, performs periodic maintenance and repair of its vehicles.
- 2.9. Ensures that the relevant parties are informed about the announcements and postings made to the college.
- 2.10. Certifies official documents. Ensures that documents are received from staff and archived.
- 2.11. If there is student affairs, regular operation of units such as libraries; all consumables and fixed assets and manages the process from the procurement of materials to their use.
- 2.12. Helps to provide necessary social services to students, prepares the activity report of the College helps to prepare.
- 2.13. Ensures that the examination procedures of the academic staff to be recruited to the college are followed up and the results are communicated to the Rectorate. Makes the necessary warnings for the extension of the term of office of the academic staff and ensures that they are fulfilled on time.
- 2.14. Ensures that vertical transfer application procedures are carried out properly.
- 2.15. Monitors the practices regarding the personal rights of the college staff.
- 2.16. Helps to take security measures when necessary.
- 2.17. Supervises the duties and work of administrative staff and ensures their training.
- 2.18. Provides information about legislation to administrative staff and students.
- 2.19. Conducts the registry affairs of administrative personnel.
- 2.20. Checks the Administrative and Financial Affairs documents and all other documents received from all units and takes necessary action. makes preparations. Conducts financial affairs as the Realization Officer.
- 2.21. Ensures the creation and protection of personnel files.
- 2.22. Plans the staff's leaves and follows up on health reports and implements legal procedures.
- 2.23. Directs petitions from students and staff to relevant authorities and takes necessary action.
- 2.24. Pays attention to public relations and contributes to the satisfaction of those who come to the institution and leave it.

2.25. Performs other duties assigned by the Directorate.

**3. POWERS**

- 3.1. To have the authority to perform the duties and responsibilities specified above.
- 3.2. Being able to use the necessary tools and equipment to carry out the activities.
- 3.3. Using signature authority.
- 3.4. To have the authority to perform.
- 3.5. Assigning work to managers and personnel under his command, directing them, checking and correcting their work.  
To have the authority to warn, request information and reports when necessary.

**4. CLOSEST MANAGER**

Vocational School Director, Vocational School Deputy Director

**5. RELATED JOB TITLES BELOW**

Department Secretaries and Vocational School Office Officers, Technicians, Technicians, Technician Assistants, Servants, Security Guards

**6. QUALIFICATIONS REQUIRED IN THIS JOB**

- 6.1. General provisions specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547 to have qualifications,
- 6.2. To have work experience at the level required for the position.
- 6.3. To have managerial qualities; to know the requirements of direction and management.
- 6.4. Have the necessary decision-making and problem-solving skills to carry out their activities in the best possible way. to be.

**7. RESPONSIBILITY**

The Vocational School Secretary is responsible to the Vocational School Director while performing all the above-mentioned duties in accordance with the laws and regulations.

**APPROVED BY**

**Lecturer Halil İbrahim  
ERGEN  
Manager**

TR

**TOKAT GAZİOSMANPAŞA UNIVERSITY**  
**DIRECTORATE OF TURHAL HEALTH SERVICES VOCATIONAL SCHOOL**  
**JOB DESCRIPTION FORM**

<b>ORGANIZATIONAL INFORMATION</b>	<b>Unit</b>	: Tokat Gaziosmanpasa University
	<b>Department</b>	: Vocational School Directorate
	<b>Position</b>	: Human Resources Office (Chief/Officer)
	<b>Senior Manager/Managers</b>	: Principal/College Secretary
	<b>Subordinates</b>	:

It has been prepared within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations with the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738.

**1. BRIEF DESCRIPTION OF THE TASK**

Carries out personnel work to ensure that all necessary activities of the Vocational School are carried out in accordance with the principles of effectiveness and efficiency.

**2. DUTIES AND RESPONSIBILITIES**

- 2.1. To know the legislation regarding academic and administrative staff, to follow and archive the changes.
- 2.2. To carry out the necessary procedures in the employment process of academic and administrative staff.
- 2.3. To archive information regarding academic and administrative staff.
- 2.4. To carry out internal and external correspondence regarding academic and administrative staff.
- 2.5. To follow up the leave procedures of academic and administrative staff.
- 2.6. To follow up the domestic and international assignments of academic and administrative staff.
- 2.7. To follow up on the board member election procedures of those whose board memberships have expired.
- 2.8. To initiate academic and administrative staff to work upon the expiration of their health reports, to notify the Rectorate in writing, to assign them to the accrual process for the necessary deductions, and to correspond with the units of those whose staff is in other units.
- 2.9. To prepare the lists of academic and administrative staff working in the units and to ensure that they are kept up to date.
- 2.10. To follow up the asset declaration procedures of academic and administrative staff.
- 2.11. To monitor the personal rights of academic and administrative staff such as birth, marriage, etc.
- 2.12. To carry out other tasks assigned by the Directorate related to its field of duty.
- 2.13. He/she is responsible to the Secretary of the Vocational School in fulfilling the above-mentioned duties.

**3. POWERS**

- 3.1. To have the authority to perform the duties and responsibilities specified above.
- 3.2. Being able to use the necessary tools and equipment to carry out the activities.
- 3.3. Using signature authority.

**4. CLOSEST MANAGER**

Vocational School Secretary

**5. RELATED JOB TITLES BELOW****6. QUALIFICATIONS REQUIRED IN THIS JOB**

- 6.1. General provisions specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547 to have qualifications,
- 6.2. To be at least a high school graduate or equivalent.
- 6.3. To be familiar with the legislation regarding personnel affairs. 6.4- To be able to carry out the necessary work in order to properly perform the duty. to have experience.

**7. RESPONSIBILITY**

The Chief of Personnel Affairs and the Officer are responsible to the Secretary of the Vocational School while performing all of the above-mentioned duties in accordance with the laws and regulations.

**APPROVED BY**

**Lecturer Halil İbrahim ERGEN**  
**Manager**

TR

**TOKAT GAZİOSMANPAŞA UNIVERSITY**  
**DIRECTORATE OF TURHAL HEALTH SERVICES VOCATIONAL SCHOOL**  
**JOB DESCRIPTION FORM**

<b>ORGANIZATIONAL INFORMATION</b>	<b>Unit</b>	: Tokat Gaziosmanpasa University
	<b>Department</b>	: Vocational School Directorate
	<b>Position</b>	: Student Affairs Office (Chief/Officer)
	<b>Senior Manager/Managers</b>	: Principal/College Secretary
	<b>Subordinates</b>	:

It has been prepared within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations with the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738.

**1. BRIEF DESCRIPTION OF THE TASK**

Carries out personnel work to ensure that all necessary activities of the Vocational School are carried out in accordance with the principles of effectiveness and efficiency.

**2. DUTIES AND RESPONSIBILITIES**

- 2.1. Follows the associate degree education and examination regulations and changes to the regulations, and makes announcements.  
does.
- 2.2. Prepares regular monthly/term correspondence regarding student affairs and submits it to the Directorate.
- 2.3. Prepares documents such as students' deferment, transcript, registration freeze transactions, temporary graduation documents, severance documents, diplomas and results of student disciplinary investigations.
- 2.4. Prepares the necessary documents for students' horizontal transfer procedures and course exemption requests.
- 2.5. Carries out all kinds of correspondence for students newly registered to the Vocational School.
- 2.6. Carries out transactions related to student contribution fee.
- 2.7. Makes and finalizes the necessary preparations for course registration procedures.
- 2.8. Makes all kinds of announcements regarding students.
- 2.9. Archives all kinds of documents related to students.
- 2.10. It regulates the success rates at the end of each semester.
- 2.11. Determines the 10% of students studying in the second education program.
- 2.12. The Board of Directors informs the relevant departments and students about the decisions of the students who cannot take the exams due to an excuse.
- 2.13. Carries out the procedures related to the student council and representation in the Vocational School.
- 2.14. Before the end-of-term exams, the departments announce the lists of students who failed due to absenteeism.
- 2.15. Determines the students who are successful in the programs.
- 2.16. Announces the departments' examination schedules each semester and announces them to the students.
- 2.17. Monitors the entry of student information and grades into the automation system.
- 2.18. Follows up on students' internships, handles correspondence, and makes insurance entries and exits.
- 2.19. Performs other tasks assigned by the Directorate within its field of duty.
- 2.20. He/she is responsible to the Secretary of the Vocational School in fulfilling the above-mentioned duties.

**3. POWERS**

- 3.1. To have the authority to perform the duties and responsibilities specified above.
- 3.2. Being able to use the necessary tools and equipment to carry out the activities.

**4. CLOSEST MANAGER**

Vocational School Secretary

**5. RELATED JOB TITLES BELOW****6. QUALIFICATIONS REQUIRED IN THIS JOB**

- 6.1. General provisions specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547

to have qualifications,

6.2. To be at least a high school graduate or equivalent.

6.3. To be familiar with the legislation related to student affairs. 6.4- To be able to carry out the necessary work in order to fulfill his/her duty properly. to have experience.

### 7. RESPONSIBILITY

The Student Affairs Director and Officer are responsible to the Vocational School Secretary while performing all of the above-mentioned duties in accordance with the laws and regulations.

APPROVED BY

Lecturer Halil İbrahim ERGEN  
Manager

TR

**TOKAT GAZİOSMANPAŞA UNIVERSITY**  
**DIRECTORATE OF TURHAL HEALTH SERVICES VOCATIONAL SCHOOL**  
**JOB DESCRIPTION FORM**

**ORGANIZATIONAL  
INFORMATION**

Unit	: Tokat Gaziosmanpasa University
Section	: Vocational School Directorate
It has	: Financial Affairs Office (Chief/Officer)
been prepared within the scope	: Principal/College Secretary
of the	:

establishment, implementation, monitoring and development of the internal control system in public administrations with the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738.

### 1. BRIEF DESCRIPTION OF THE TASK

Carries out personnel work to ensure that all necessary activities of the Vocational School are carried out in accordance with the principles of effectiveness and efficiency.

### 2. DUTIES AND RESPONSIBILITIES

- 2.1. Checks whether there is sufficient funds.
- 2.2. Ensures that expenses comply with the budget allocations.
- 2.3. Ensures that expenses comply with the Law, Statutes, Decrees and Regulations.
- 2.4. Ensures that all transactions are free of material errors.
- 2.5. Ensures that the commitment and accrual documents that must be linked to the payment order are complete.
- 2.6. Prepares and pays additional lesson schedules related to school practices.
- 2.7. Prepares the salary procedures and documents of academic and administrative staff. Follows up and controls monthly salaries, personal rights and social rights, and carries out all kinds of correspondence.
- 2.8. Prepares the necessary procedures for domestic and international temporary and permanent travel allowances of the personnel and issues payment orders.
- 2.9. Prepares personal debt approval documents for excessive and undue payments of academic and administrative staff.
- 2.10. Uploads the social security expenses of academic and administrative staff to the Social Security Institution Information System on the internet.
- 2.11. Prepares the Vocational School Budget.
- 2.12. Carries out all kinds of correspondence regarding financial affairs.
- 2.13. Conducts and follows up union entry, exit and change transactions.
- 2.14. Monitoring all personnel procedures of openly appointed and transferred personnel, and preparing employment and departure notifications arrangements.
- 2.15. Performs other tasks assigned by the Directorate within its field of duty.
- 2.16. He/she is responsible to the Secretary of the Vocational School in fulfilling the above-mentioned duties.

### 3. POWERS

- 3.1. To have the authority to perform the duties and responsibilities specified above.
- 3.2. Being able to use the necessary tools and equipment to carry out the activities.



**4. CLOSEST MANAGER**

Vocational School Secretary

**5. RELATED JOB TITLES BELOW****6. QUALIFICATIONS REQUIRED IN THIS JOB**

- 6.1. General provisions specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547 to have qualifications,
- 6.2. To be at least a high school graduate or equivalent.
- 6.3. To be familiar with the legislation related to accounting transactions. 6.4- To be able to fulfill his/her duty properly. have the necessary work experience.

**7. RESPONSIBILITY**

The Chief Financial Officer and Officer are responsible to the Secretary of the Vocational School while performing all of the above-mentioned duties in accordance with the laws and regulations.

**APPROVED BY**

**Lecturer Halil İbrahim ERGEN**  
**Manager**

TR

**TOKAT GAZİOSMANPAŞA UNIVERSITY**  
**DIRECTORATE OF TURHAL HEALTH SERVICES VOCATIONAL SCHOOL**  
**JOB DESCRIPTION FORM**

<b>ORGANIZATIONAL INFORMATION</b>	<b>Unit</b>	<b>: Tokat Gaziosmanpasa University</b>
	<b>Department</b>	<b>: Vocational School Directorate</b>
	<b>His duty</b>	<b>: Editorial Office (Clerk)</b>
	<b>Top Manager/Managers</b>	<b>: Principal/College Secretary</b>
	<b>Subordinates</b>	<b>:</b>

It has been prepared within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations with the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738.

**1. BRIEF DESCRIPTION OF THE TASK**

In accordance with the objectives and principles determined by the senior management of the Vocational School: It carries out the internal and external correspondence of the Vocational School and carries out the necessary procedures for its archiving in order to carry out all necessary activities of the Vocational School in accordance with the principles of effectiveness and efficiency.

**2. DUTIES AND RESPONSIBILITIES**

- 2.1. Conducts internal and external correspondence of the Vocational School, ensures that it is recorded and archived.
- 2.2. Makes announcements regarding the Vocational School.
- 2.3. Carries out the correspondence of the commissions established in the Vocational School.
- 2.4. Correspondence regarding the Vocational School journal and journals sent to the Vocational School Library does.
- 2.5. Receiving and sending all kinds of mail documents of the academic and administrative staff at the Vocational School. ensures that it is delivered to the relevant parties.
- 2.6. Archives the job descriptions and lists of the commissions established in the Vocational School.
- 2.7. Scientific and artistic activities carried out by the teaching staff in the units, if any keeps a list of awards won.
- 2.8. Provides information and correspondence regarding the academic and administrative staff required for the Vocational School and Quality Development Unit.
- 2.9. Surveys to be conducted on academic and administrative staff within the framework of quality assurance

ensures its implementation and completion.

2.10. Performs other tasks assigned by the Directorate within its field of duty.

2.11. He/she is responsible to the Secretary of the Vocational School in fulfilling the above-mentioned duties.

### 3. POWERS

3.1. To have the authority to perform the duties and responsibilities specified above.

3.2. Being able to use the necessary tools and equipment to carry out the activities.

### 4. CLOSEST MANAGER

Vocational School Secretary

### 5. RELATED JOB TITLES BELOW

### 6. QUALIFICATIONS REQUIRED IN THIS JOB

6.1. General provisions specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547 to have qualifications,

6.2. To be at least a high school graduate or equivalent.

6.3. To be familiar with the legislation regarding editorial offices.

6.4. To have the necessary work experience to properly perform his/her duties.

### 7. RESPONSIBILITY

The Chief Registrar and Officer are responsible to the Secretary of the Vocational School while performing all of the above-mentioned duties in accordance with the laws and regulations.

**APPROVED BY**

**Lecturer Halil İbrahim ERGEN  
Manager**

TR

**TOKAT GAZİOSMANPAŞA UNIVERSITY  
DIRECTORATE OF TURHAL HEALTH SERVICES VOCATIONAL SCHOOL  
JOB DESCRIPTION FORM**

<b>ORGANIZATIONAL INFORMATION</b>	<b>Unit</b>	: Tokat Gaziosmanpasa University
	<b>Department</b>	: Vocational School Directorate
	<b>His duty</b>	: Purchasing Affairs Office (Clerk)
	<b>Top Manager/Managers</b>	: Principal/College Secretary
	<b>Subordinates</b>	:

It has been prepared within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations with the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738.

#### 1. BRIEF DESCRIPTION OF THE TASK

It carries out purchasing operations in order to carry out all necessary activities of the Vocational School in accordance with the principles of effectiveness and efficiency.

#### 2. DUTIES AND RESPONSIBILITIES

2.1. Submits the purchasing requests from departments and affiliated units to the Vocational School Secretariat and the proposal of the Vocational School secretary and the approval of the Director's Office.

2.2. Monitors the purchasing requests by taking into account their current appropriation status.

2.3. Conducts other correspondence according to the purchasing method. (Estimated cost, market research, goods inspection acceptance, service works acceptance, tender approval and payment order, receipt of offers and preparation of purchasing approval document, etc.)

2.4. Arrange cash and offsets and deliver them to the Strategy Development Department together with the delivery documents.  
does.

- 2.5. Arrangement of documents approved for payment by the Strategy Development Department according to payment items. files by.
- 2.6. Prepares payment orders for Electricity, Water and Telephone bills.
- 2.7. Follows up on the preparation of documents that require preliminary financial control.
- 2.8. Prepares the movable transaction receipt and ensures the delivery of the purchased product to the relevant unit.
- 2.9. Initials the written texts.
- 2.10. It allows receiving offers from 3 different places during purchasing transactions.
- 2.11. To perform other tasks and operations assigned by the process to which it is affiliated and by the senior manager/managers. provides.

### 3. POWERS

- 3.1. To have the authority to perform the duties and responsibilities specified above.
- 3.2. Being able to use the necessary tools and equipment to carry out the activities.

### 4. CLOSEST MANAGER

Vocational School Secretary

### 5. RELATED JOB TITLES BELOW

### 6. QUALIFICATIONS REQUIRED IN THIS JOB

- 6.1. General provisions specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547 to have qualifications,
- 6.2. To be at least a high school graduate or equivalent.
- 6.3. To be familiar with the legislation regarding accounting transactions.
- 6.4. To have the necessary work experience to properly perform his/her duties.

### 7. RESPONSIBILITY

Responsible to the Secretary of the Vocational School.

**APPROVED BY**

**Lecturer Halil İbrahim ERGEN  
Manager**

TR

**TOKAT GAZİOSMANPAŞA UNIVERSITY  
DIRECTORATE OF TURHAL HEALTH SERVICES VOCATIONAL SCHOOL  
JOB DESCRIPTION FORM**

<b>ORGANIZATIONAL INFORMATION</b>	<b>Unit</b>	: Tokat Gaziosmanpasa University
	<b>Department</b>	: Vocational School Directorate
	<b>His duty</b>	: Movable Property and Registration Control
	<b>Top Manager/Managers</b>	: Principal/College Secretary
	<b>Subordinates</b>	:

It has been prepared within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations with the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738.

#### 1. BRIEF DESCRIPTION OF THE TASK

Carries out the necessary procedures to register fixed assets in order to carry out all necessary activities of the Vocational School in accordance with the principles of effectiveness and efficiency.

#### 2. DUTIES AND RESPONSIBILITIES

- 2.1. Consumption and Fixed Assets (educational materials, stationery, building maintenance and repair materials, wood and metal materials, electronic hardware and technological materials, machinery and equipment purchase and (maintenance etc.) performs tender, sales and purchase transactions of materials.

- 2.2. Determines the consumable and fixed asset needs of the Vocational School.
- 2.3. Deliver purchased consumables and fixed assets to the warehouse clerk for recording.
- 2.4. Conducts transactions related to service procurement.
- 2.5. Conducts the year-end counting of movables and prepares the counting tables and Strategy Development Department  
He forwards it to the Presidency.
- 2.6. Ensures the preparation, recording and archiving of documents such as movable transaction slips, debit slips, counting reports, etc.
  
- 2.7. Identifies the fixed assets that are no longer in use and reports them to the Valuation Commission.
- 2.8. Works in coordination with the trusteeship in the preparation of investment and analytical budgets.
- 2.9. Monitors the expenditure schedules on a monthly basis in coordination with the trusteeship.
- 2.10. Ensures that there are no material errors in the purchasing documents of consumables and fixed assets.
- 2.11. Performs the duties of the warehouse clerk in the absence of the warehouse clerk.
- 2.12. Performs other tasks assigned by the Directorate within its field of duty.
- 2.13. He/she is responsible to the Secretary of the Vocational School in fulfilling the above-mentioned duties.

### 3. POWERS

- 3.1. To have the authority to perform the duties and responsibilities specified above.
- 3.2. Being able to use the necessary tools and equipment to carry out the activities.

### 4. CLOSEST MANAGER

Vocational School Secretary

### 5. RELATED JOB TITLES BELOW

### 6. QUALIFICATIONS REQUIRED IN THIS JOB

- 6.1. General provisions specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547  
To have the qualifications, 6.2.  
To be at least a high school graduate or equivalent.
- 6.3. To be familiar with the legislation regarding accounting transactions.
- 6.4. To have the necessary work experience to properly perform his/her duties.

### 7. RESPONSIBILITY

While performing all the above-mentioned duties in accordance with the laws and regulations, the movable registration and control officer is responsible to the Secretary of the Vocational School.

APPROVED BY

Lecturer Halil İbrahim ERGEN  
Manager

TR

**TOKAT GAZİOSMANPAŞA UNIVERSITY**  
**DIRECTORATE OF TURHAL HEALTH SERVICES VOCATIONAL SCHOOL**  
**JOB DESCRIPTION FORM**

<b>ORGANIZATIONAL INFORMATION</b>	<b>Unit</b>	: Tokat Gaziosmanpasa University
	<b>Department</b>	: Vocational School Directorate
	<b>Position</b>	: Warehouse Officer
	<b>Senior Manager/Managers</b>	: Principal/College Secretary
	<b>Subordinates</b>	:

It has been prepared within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations with the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738.

**1. BRIEF DESCRIPTION OF THE TASK**

Considering the scope of work of the Revolving Fund Enterprise and warehouse operations, a warehouse officer subject to guarantee is also appointed or tasked to carry out the following works when deemed necessary.

**2. DUTIES AND RESPONSIBILITIES**

- 2.1. To ensure the management and administration of the warehouse.
- 2.2. To keep records of all kinds of educational tools, substances, goods, machines, materials and similar things entering the warehouse, to protect them from all kinds of dangers and damages such as fire, decay, deterioration and leakage, and to inform the relevant parties in writing about the protective measures they cannot take themselves.
- 2.3. Ensuring that warehouse stock information is kept.
- 2.4. To deliver the materials and goods entering the warehouse to the relevant authorities in return for a document supporting their written orders.
- 2.5. To have the goods coming from or purchased from other places examined by inspection committees and to arrange their entry into the warehouse.
- 2.6. To arrange the shipment and documents of the goods and materials to be shipped from the warehouse.
- 2.7. To prepare warehouse balance sheets and ensure their conformity with accounting.
- 2.8. To prepare the necessary reports for damages to materials and items stored in the warehouse, to perform the necessary procedures for materials or items to be removed from the records or destroyed and to submit them to the inventory officer.
- 2.9. To perform other duties assigned by the treasurer or superiors.

**3. POWERS****4. CLOSEST MANAGER****5. RELATED JOB TITLES BELOW****6. QUALIFICATIONS REQUIRED IN THIS JOB****7. RESPONSIBILITY**

Warehouse officers are in the position of treasurer trustees and are subject to the provision of Article 12 of Law No. 1050. Accordingly, stock trustees are officers who are responsible for temporarily receiving, keeping and spending assets on behalf of and on behalf of the stock treasurer, and submitting the account of those assets to the stock treasurer to whom they are affiliated. Warehouse officers receive their certificates from the stock treasurer. In this respect, they are not responsible to the Court of Accounts. A stock treasurer may have more than one warehouse officer. There are those who call warehouse officers stock trustees.

<b>APPROVED BY</b>	<b>Lecturer Halil İbrahim ERGEN Manager</b>
--------------------	---

**TR**  
**TOKAT GAZİOSMANPAŞA UNIVERSITY**  
**DIRECTORATE OF TURHAL HEALTH SERVICES VOCATIONAL SCHOOL**  
**JOB DESCRIPTION FORM**

<b>ORGANIZATIONAL INFORMATION</b>	<b>Unit</b>	<b>:</b>	<b>Tokat Gaziosmanpasa University</b>
	<b>Department</b>	<b>:</b>	<b>Vocational School Directorate</b>
	<b>Position</b>	<b>:</b>	<b>Director Secretary</b>
	<b>Senior Manager/Managers</b>	<b>:</b>	<b>Principal/College Secretary</b>
	<b>Subordinates</b>	<b>:</b>	

It has been prepared within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations with the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738.

**1. BRIEF DESCRIPTION OF THE TASK**

He/she carries out the duties of the unit in which he/she is located in order to carry out all necessary activities in Vocational Schools in accordance with the principles of effectiveness, efficiency and the legislation within the scope of his/her duty.

**2. DUTIES AND RESPONSIBILITIES**

- 2.1. Conducts services related to the Director's interviews and acceptances.
- 2.2. Carries out the director's private and official communications.
- 2.3. Conducts the Director's private communication and confidential correspondence.
- 2.4. Organizes the Director's internal and external appointment requests.
- 2.5. Keeps and archives the Director's private and corporate files.
- 2.6. Follows up correspondence regarding the appointment of the Director, resignation from duty and commencement of duty.  
makes reservations for travel and accommodation.
- 2.7. Prepares the agendas of the Vocational School boards (Board of Directors, Board of Higher Education) one day in advance, records the decisions taken in the decision book, and ensures their distribution to the relevant units.
- 2.8. Prepares and distributes the Director's congratulatory messages on religious and national holidays.
- 2.9. Prepares programs for opening and graduation ceremonies.
- 2.10. Performs other duties assigned by the Director within his/her area of responsibility.
- 2.11. Takes notes of visitors when the Manager is not present and forwards them to the Manager.
- 2.12. Takes care to act in accordance with contemporary communication principles.
- 2.13. Performs other duties assigned by the Director.

**3. POWERS**

- 3.1. To have the authority to perform the duties and responsibilities specified above.
- 3.2. Being able to use the necessary tools and equipment to carry out the activities.

**4. CLOSEST MANAGER**

Vocational School Director/Vocational School Secretary

**5. RELATED JOB TITLES BELOW****6. QUALIFICATIONS REQUIRED IN THIS JOB**

- 6.1. General provisions specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547 to have qualifications,
- 6.2. To be at least a high school graduate or equivalent.
- 6.3. To be familiar with the legislation regarding personnel procedures.
- 6.4. To have the necessary work experience to properly perform his/her duties.

**7. RESPONSIBILITY**

While the director's secretary carries out all the above-mentioned duties in accordance with the laws and regulations, he/she is responsible to the Vocational School Director and the Vocational School Secretary.

<b>APPROVED BY</b>	<b>Lecturer Halil İbrahim ERGEN Manager</b>
--------------------	---

<b>TR</b> <b>GAZİOSMANPAŞA UNIVERSITY</b> <b>DIRECTORATE OF TURHAL HEALTH SERVICES VOCATIONAL SCHOOL</b> <b>JOB DESCRIPTION FORM</b>	
<b>ORGANIZATIONAL INFORMATION</b>	<b>Unit</b> : Tokat Gaziosmanpasa University
	<b>Department</b> : Vocational School Directorate
	<b>His duty</b> : Department Secretary
	<b>It has been prepared within</b> : Principal/College Secretary
	<b>the</b> :

scope of the establishment, implementation, monitoring and development of the internal control system in public administrations with the Communiqué on **Public** Internal Control Standards published in the Official Gazette dated 26/12/2007 and numbered 26738.

#### 1. BRIEF DESCRIPTION OF THE TASK

He/she carries out the duties of the unit in which he/she is located in order to carry out all necessary activities in Vocational Schools in accordance with the principles of effectiveness, efficiency and the legislation within the scope of his/her duty.

#### 2. DUTIES AND RESPONSIBILITIES

- 2.1. Prepares a cover letter to notify the Directorate of the finalized weekly course schedules.
- 2.2. Announces the finalized exam schedules and weekly course schedules on the student notice board and prepares a letter to inform full-time and part-time faculty members about their weekly course schedules.
- 2.3. Makes relevant announcements on the departments' student bulletin boards and removes expired ones.
- 2.4. Prepares cover letters for exam programs for faculty members and invigilators.
- 2.5. Carries out correspondence between the Vocational School and the department and delivers it to the relevant place.
- 2.6. Keeps records of documents sent from and received by the department.
- 2.7. Monitors that the department head takes necessary action on the letters received from the Directorate, and ensures that the necessary letters are delivered to the Directorate on time.
- 2.8. Makes meeting announcements.
- 2.9. The Department Board writes its reports, sends them to the relevant places after they are signed, and files a copy.
- 2.10. Writes annual leave, birth, death, excused leave, reports, assignments, etc. of the department staff.
- 2.11. The decisions of the "Vocational School Board of Directors" regarding the student coming from the Directorate are submitted to the relevant academic staff. announces it to its staff.
- 2.12. Informs the Directorate of the department board's decision regarding the extension of the term of office of the department's teaching staff.
- 2.13. Ensures that exemption petitions are reviewed by department heads and advisors.
- 2.14. To carry out all tasks related to student affairs regarding the students of the department that are outside the duties, authority and responsibility of the Student Affairs Department and that are assigned to the department.

#### 3. POWERS

- 3.1. To have the authority to perform the duties and responsibilities specified above.
- 3.2. Being able to use the necessary tools and equipment to carry out the activities.

#### 4. CLOSEST MANAGER

Department Head, Vocational School Secretary

#### 5. RELATED JOB TITLES BELOW

#### 6. QUALIFICATIONS REQUIRED IN THIS JOB

- 6.1. General provisions specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547 to have qualifications,
- 6.2. To be at least a high school graduate or equivalent.
- 6.3. To be familiar with the legislation regarding personnel and student procedures.
- 6.4. To have the necessary work experience to properly perform his/her duties.

**7. RESPONSIBILITY**

The Vocational School Secretary is responsible to the Program Head, Department Head, Deputy Director and Director.

**APPROVED BY**

**Lecturer Halil İbrahim ERGEN**

**Manager**

**TR**

**TOKAT GAZİOSMANPAŞA UNIVERSITY  
DIRECTORATE OF TURHAL HEALTH SERVICES VOCATIONAL SCHOOL  
JOB DESCRIPTION FORM**

**ORGANIZATIONAL  
INFORMATION**

<b>Unit</b>	<b>: Tokat Gaziosmanpasa University</b>
<b>Department</b>	<b>: Vocational School Directorate</b>
<b>His duty</b>	<b>: Servant</b>
<b>Top Manager/Managers</b>	<b>: Vocational School Secretary/Deputy Director/Director</b>
<b>Subordinates</b>	<b>:</b>

It has been prepared within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations with the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738.

**1. BRIEF DESCRIPTION OF THE TASK**

He/she carries out the duties of the unit in which he/she is located in order to carry out all necessary activities in Vocational Schools in accordance with the principles of effectiveness, efficiency and the legislation within the scope of his/her duty.

**2. DUTIES AND RESPONSIBILITIES**

- 2.1. Ensures that the interior and exterior areas under its responsibility are tidy, clean and hygienic, and that the units are equipped with buildings, annexes and  
It ensures the order and continuity of the settlement on its floors.
- 2.2. Provides ventilation for areas such as classrooms, laboratories and corridors.
- 2.3. Assists with tasks such as photocopying and duplicating.
- 2.4. Reports any malfunctions in electricity, water, glass, frames, doors, etc. to the college secretary, any burnt lamps,  
It intervenes in anything that causes waste, such as a stuck tap etc.
- 2.5. Ensures that all people entering the work environment leave the environment satisfied.

**3. POWERS**

- 3.1. To have the authority to perform the duties and responsibilities specified above.
- 3.2. Being able to use the necessary tools and equipment to carry out the activities.

**4. CLOSEST MANAGER**

Vocational School Secretary

**5. RELATED JOB TITLES BELOW****6. QUALIFICATIONS REQUIRED IN THIS JOB**

- 6.1. General provisions specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547  
to have qualifications,
- 6.2. To be at least a high school graduate or equivalent.
- 6.3. To have the necessary work experience to properly perform his/her duties.

**7. RESPONSIBILITY**

While the employee carries out all the above-mentioned duties in accordance with the laws and regulations, he/she is responsible to the Vocational School Secretary, Deputy Director and Director.



<b>APPROVED BY</b>	<b>Lecturer Halil İbrahim ERGEN</b> <b>Manager</b>
--------------------	---

<b>TR</b>											
<b>TOKAT GAZİOSMANPAŞA UNIVERSITY</b>											
<b>DIRECTORATE OF TURHAL HEALTH SERVICES VOCATIONAL SCHOOL</b>											
<b>JOB DESCRIPTION FORM</b>											
<b>ORGANIZATIONAL INFORMATION</b>	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"><b>Unit</b></td> <td><b>: Tokat Gaziosmanpasa University</b></td> </tr> <tr> <td><b>Department</b></td> <td><b>: Vocational School Directorate</b></td> </tr> <tr> <td><b>His duty</b></td> <td><b>: Private Security Officer</b></td> </tr> <tr> <td>It has been prepared within the</td> <td><b>: Principal/College Secretary/Private Security Manager</b></td> </tr> <tr> <td>the</td> <td><b>:</b></td> </tr> </table>	<b>Unit</b>	<b>: Tokat Gaziosmanpasa University</b>	<b>Department</b>	<b>: Vocational School Directorate</b>	<b>His duty</b>	<b>: Private Security Officer</b>	It has been prepared within the	<b>: Principal/College Secretary/Private Security Manager</b>	the	<b>:</b>
<b>Unit</b>	<b>: Tokat Gaziosmanpasa University</b>										
<b>Department</b>	<b>: Vocational School Directorate</b>										
<b>His duty</b>	<b>: Private Security Officer</b>										
It has been prepared within the	<b>: Principal/College Secretary/Private Security Manager</b>										
the	<b>:</b>										
<p>scope of the establishment, implementation, monitoring and development of the internal control system in public administrations with the Communiqué on <b>Public</b> Internal Control Standards published in the Official Gazette dated 26/12/2007 and numbered 26738.</p>											
<p><b>1. BRIEF DESCRIPTION OF THE TASK</b></p> <p>To be responsible for providing security services within the limits specified in the Technical Specifications. To carry out the instructions given by the Administration.</p>											
<p><b>2. DUTIES AND RESPONSIBILITIES</b></p> <p>2.1. It adopts the vision and quality policy of the University and the Vocational School and in this direction moves and ensures that the unit moves in this direction.</p> <p>2.2. It carries out its duties to achieve the quality targets of the Vocational School.</p> <p>2.3. Ensures compliance with safety rules.</p> <p>2.4. The Vocational School's buildings, facilities, staff and students are not subject to sabotage, theft, fire, robbery, looting and destruction, forced It protects against all kinds of threats, dangers and violations, such as detention from work.</p> <p>2.5. Immediately reports the crimes committed or being committed within its area of duty to the general law enforcement forces, and captures and detains the accused until the general law enforcement forces arrive.</p> <p>2.6. Preserves evidence.</p> <p>2.7. Provides consultancy services to visitors and business followers.</p> <p>2.8. Keeps the immediate surroundings under surveillance.</p> <p>2.9. He/she does not leave his/her post unless a situation that prevents his/her duty occurs and reports any problems he/she encounters to his/her superiors.</p> <p>2.10. Tours the building at periodic intervals.</p> <p>2.11. Complies with ethical rules.</p> <p>2.12. Follows the laws and regulations related to his/her duty.</p> <p>2.13. Uses the college's assets and resources efficiently and economically.</p> <p>2.14. Complies with confidentiality.</p> <p>2.15. While carrying out the activities, we act in accordance with Gaziosmanpaşa University documents and keep the records amount in full.</p> <p>2.16. Performs the duties assigned by the Director, Deputy Directors and the School Secretary.</p>											
<p><b>3. POWERS</b></p> <p>3.1. To fulfill the duties and authorities specified in the Technical Specifications.</p> <p>3.2. Powers specified in Law No. 5188.</p>											
<p><b>4. CLOSEST MANAGER</b></p> <p>Vocational School Secretary</p>											
<p><b>5. RELATED JOB TITLES BELOW</b></p>											
<p><b>6. QUALIFICATIONS REQUIRED IN THIS JOB</b></p>											
<p><b>7. RESPONSIBILITY</b></p> <p>While ensuring the security of the unit in which he/she is assigned within the framework of the authorities granted by law, he/she is responsible to the Secretary of the College and the Director.</p>											

<b>APPROVED BY</b>	<b>Lecturer Halil İbrahim ERGEN</b> <b>Manager</b>