

 FIRAT ÜNİVERSİTESİ FIRAT UNIVERSITY	REGISTRAR	Document No.	KYS-GRV-052
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JOB TITLE	Registrar
TITLE AFFILIATED	Unit Chief

JOB DESCRIPTION

Unvanının gerektirdiği yetkiler çerçevesinde sorumlu olduğu iş ve işlemleri kanun ve diğer mevzuat düzenlemelerine uygun olarak yerine getirmek; genel idare esaslarına göre yürütülen asli ve sürekli kamu hizmetlerini ifa etmek

DUTIES, AUTHORITIES AND RESPONSIBILITIES

- Receiving all kinds of documents coming to the unit and recording them in the Electronic Document Management System (EBYS), presenting the document to the unit manager to whom it is affiliated, delivering the referred document to the relevant person against signature
- Delivering outgoing documents to the relevant person by hand, cargo or mail, as appropriate
- Writing the letters requested by their superiors, preparing the minutes, conducting the correspondence
- Ensuring that the confidential documents are not disclosed.
- Conducting the correspondence within the framework of the "Standard File Plan"
- Being responsible to their superiors for the full and timely performance of the tasks assigned to them, and for their proper and correct execution
- Fulfilling the duties and responsibilities specified in the Civil Servants Law No. 657 and other relevant legislation provisions
- Fulfilling other duties assigned by their superiors

QUALIFICATIONS REQUIRED FOR THE JOB

- To meet the conditions specified in the Civil Servants Law No. 657
- To have the necessary decision-making and problem-solving skills to continue the activities in the best way

LEGAL BASIS

- Civil Servants Law No. 657