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Personnel Unit

JOB DESCRIPTION

In accordance with the aims and principles determined by the senior management of Süleyman Demirel University, the Personnel Unit Administrator is responsible for preparing incoming and outgoing documents, handling internal and external correspondence within the college, and organizing personnel files.

DUTIES AND RESPONSIBILITIES

1. To organize the college's personnel-related correspondence and prepare documents for signature.

2. Maintaining information regarding personnel, preparing decrees for auxiliary service personnel who need to advance in rank or grade, and monitoring transfers, appointments, and resignations.

3. Preparing the return-to-work documents for personnel upon their return from leave/assignment/sick leave.

4. To report information regarding assigned personnel, personnel on leave, or personnel who have left their posts to the payroll office.

5. To monitor the terms of service, promotion dates, and military service procedures of academic staff and report them to the College Secretary, and to ensure that necessary correspondence and applications are completed on time.

6. To protect all information and documents belonging to the College Directorate or individuals, and to prevent them from falling into the hands of unauthorized persons.

7. Prevent others from viewing, reading, examining, or obtaining documents from personnel files or other written materials.

8. Handling correspondence related to incoming or outgoing personnel.

9. To monitor asset declarations of academic and administrative staff.

10. To handle the procedures for personnel starting and leaving their jobs.

11. Monitoring employee personnel records and correspondence.

12. Handling green and gray passport applications.

13. Handling employee ID card correspondence.

14. Handling all domestic and international assignment correspondence.

15. To conduct and monitor examination and jury procedures related to the recruitment of teaching staff.

16. To process the applications of teaching staff who have joined through the ÖYP program.

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17. Handling correspondence related to compulsory service.

18. Monitoring and handling correspondence related to the appointment of teaching staff in the Departments and Sub-Departments.

19. To monitor the terms of office of the College Director, Deputy College Directors, department heads, deputy department heads, and heads of academic departments.

20. To handle the correspondence regarding the acting appointments of the College Director, department heads, and College Secretary.

21. Handling leave requests for academic and administrative staff.

22. To process the retirement applications of academic and administrative staff.

23. To monitor disciplinary investigations of academic and administrative staff.

24. To follow up on the necessary procedures in the Social Security Institution activation system for personnel who are hired and those who leave the company.

25. To track administrative staff roster and handle correspondence.

26. Conducting the adaptation procedures for personnel.

27. Ensure all personnel lists are kept up-to-date.

28. To work in harmony with other units in terms of workplace efficiency and harmony.

29. Maintaining statistical information related to the college.

30. Ensure that correspondence is concise, clear, and error-free.

31. To monitor changes in laws and regulations.

32. Following periodicals,

33. Removing documents that need to be archived at the end of the year,

34. Preparing documents in accordance with regulations.

35. To keep a copy of the documents sent to higher authorities, other institutions and organizations.

36. To adhere to working hours and dress code regulations.

37. To comply with the college's ethical rules and participate in internal control activities.

POWERS

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- Having the authority to perform the duties and responsibilities mentioned above.
- Being able to use the necessary tools and equipment to carry out the activities.

HIS CLOSEST EXECUTIVE

College Secretary

QUALIFICATIONS REQUIRED FOR THIS JOB

Possessing the general qualifications specified in the Civil Servants Law No. 1657;

2. Having the level of work experience required for the position,

3. Possessing the necessary decision-making and problem-solving skills to perform their activities in the best possible way.

RESPONSIBILITY

The Personnel Unit Manager is accountable to the College Director, the College Deputy Directors, and the College Secretary while performing all the above-mentioned duties in accordance with laws and regulations.

Sources:

1. Civil Servants Law No. 657