

## **DUTIES AND RESPONSIBILITIES**

### **Duties and Responsibilities of the Staffing, Statistics and Training Branch Directorate;**

- To carry out basic and preparatory training activities for prospective civil servants,
- To deliver in-service trainings for all personnel,
- To handle passport procedures for academic and administrative staff,
- To prepare the Unit Activity Report,
- To compile quantitative data for the Strategic Plan,
- To prepare Unit Risk Analysis data,
- To organize trade-union meetings,
- To enter data into the following systems: e-Government, YÖKSİS, YÖK-İGPS, YÖKAK, Central Government Personnel Information System, Personnel Information System, CBİKO, and e-Budget,
- To enter data into the Corporate Intelligence System,
- To register personnel in the Personnel Tracking System and perform personnel card registration procedures,
- To record the actual (on-duty) and administrative assignments of academic and administrative staff in the Personnel Information System (NETİKET),
- To carry out movable property (inventory) transactions.