



Republic of Turkey
Konya Technical University
Rector's Office
Legal Advisory Office
JOB DESCRIPTION FORM

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Job Title:	Solicitor
Parent Department:	Rector's Office
Department:	Legal Advisory Office
Line Manager(s)	Rector, Secretary General, Legal Adviser
Subordinate Positions	Civil servant
Acting Manage	Full member

Job Description

In accordance with the objectives, principles and instructions set by the University's senior management, to provide advice on legal matters and draft legislation affecting the University, and to conduct activities relating to judicial and administrative proceedings and other legal processes.

Responsibilities and Powers of the Role

- To take timely preventive measures to protect the rights and interests of the Rectorate.
- To provide an opinion on whether there is a public interest, both material and legal, in the amicable resolution of judicial and administrative disputes.
- To prepare legal opinions on matters requested by administrative and academic units; whilst the authority to assess and decide on such matters rests with the relevant unit.
- To identify the necessary legal opinions on matters referred to it and to communicate these to the relevant parties.
- To monitor proceedings relating to lawsuits, enforcement proceedings, arbitration and other disputes referred to the courts, which are to be pursued and represented through the procurement of services by the administration.
- To prepare legal opinions on draft legislation prepared by other public institutions and organisations in relation to administrative services, as well as on draft legislation prepared by administrative and academic units, and on all types of contracts, specifications and protocols.
- To handle matters relating to the recovery of public losses incurred by the University as a result of judicial and administrative proceedings and legal actions, from those whose acts or omissions caused such losses.
- To represent the University in all judicial and administrative proceedings, enforcement proceedings and arbitration matters before courts, arbitrators and enforcement offices, and to see these matters through to conclusion.
- To issue notices and summonses on behalf of the institution; to receive and respond to notifications addressed to the institution by judicial and administrative authorities, enforcement offices and notaries.
- To review laws, statutes, regulations and other legislation, and to keep abreast of any amendments.
- To participate in the work of special committees to which he/she is appointed, representing the Legal Adviser's Office.
- To act as the Legal Adviser's deputy in his/her absence.
- To assist the Legal Adviser in ensuring that legal services are carried out in accordance with the law, promptly and effectively.
- To promptly notify relevant departments of significant stages in ongoing cases and the decisions reached at the conclusion of proceedings, and to take action or request that action be taken by the relevant department in accordance with the outcome of such decisions.
- To arrange for the distribution and payment of legal fees in accordance with the provisions of Decree-Law No. 659..

Qualifications Required for the Role

I confirm that I have read this job description and acknowledge that it covers my current duties. The job description will be revised as necessary to ensure it remains up to date.

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Position Title: Responsible Person
(Title, First Name, Surname, Signature)

Approved by the Senior Manager
(Title, First Name, Surname, Signature)