

Number: 35/2000

WORK DEPARTMENT (ESTABLISHMENT, DUTY AND WORKING PRINCIPLES)

LAW

(As amended and combined with the amendment law 32/2017)

The Assembly of the Turkish Republic of the Turkish Republic of Northern Cyprus makes the following Law:

- Short Name 1. This Law is called the Department of Labor (Establishment, Duties and Working Principles) Law.
- FIRST PART
General rules
- Commentary 2. Unless the text requires otherwise in this Law:
"Minister" refers to the Minister in charge of Labor Affairs.
"Ministry" refers to the Ministry in charge of Labor affairs.
"Circle" refers to the Office of Labor.
"Related Laws", the Laws stated below,
tells the other applicable laws regarding.
Labor Law,
- 32/2017
- 22/1992
30/1993
25/2000
51/2002
15/2004
50/2010
23/2015
- Chapter 184 Dock Workers (Service Regulation) Law,
5/1960
14/1976
- 22/1975 Minimum Wages Law,
22/1982
37/1993
45/1994
47/2001
- 64/1993 Disability Protection, Rehabilitation and Employment Law
51/1994
52/2000
69/2006
39/2014
- Establishment 3. The establishment purposes of the department are as follows::
Purposes of
the Office
- (1) To regulate work and business life and employee and employer relations as stipulated in the relevant Laws;
(2) To keep the occupational safety and health and well-being

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of the employees at the level stipulated in the Relevant Laws;

- (3) To ensure that measures are taken to prevent occupational accidents and occupational diseases and to make the necessary research and investigation in case of such incidents;
- (4) Ensuring and supervising the implementation of the relevant Laws;
- (5) Ensuring and supervising the employment of children, youth, women, disabled people, families of martyrs and ex-convicts;
- (6) To take measures to prevent unemployment and to ensure that job and employment services are carried out effectively;
- (7) To ensure the establishment and efficient operation of the necessary service units in order to ensure the best evaluation of adult manpower in planning; and
- (8) To ensure the establishment of units that will determine the services and solutions to be provided by the State and provide consultancy on the necessary legal regulations and practices in order to ensure that the working life is regular, fair, productive and in line with international norms.

SECOND PART

Establishment and Duties

Establishment of the Department

4. The Department consists of a Deputy Director under the direction of a Director, a sufficient number of Management, General and Technical Service Class personnel and central, district and regional organizations.
The department establishes a central or regional assembly and advisory council in order to shed light on the efficient execution of its duties.

Duties of the Office

5. The main duties of the office are:
 - (1) Ensuring, monitoring and supervising the implementation of the relevant Laws;
 - (2) To carry out work and operations related to labor inspection and inspection;
 - (3) To do research on work permits to be given to foreign nationals and to keep the necessary records;
 - (4) Ensuring and monitoring the implementation of labor agreements with foreign states;
 - (5) To take the necessary measures to implement the rules of the relevant Laws regarding apprenticeship, service contract, wage, working hours, annual leaves, minimum wage, job regulation, work and working conditions;
 - (6) To inspect workplaces and all kinds of machinery, tools,

equipment, materials and protection devices used in workplaces in terms of occupational health and safety, to determine their sufficiency, effects and danger levels in terms of occupational health and safety, and to take the necessary measures to reduce danger situations, conducting research and regulations;

- (7) Inspecting and registering machinery, steam boilers, steam containers, compressed air tanks, elevators, lifts, chains, ropes, cranes and similar tools and equipment in the workplaces within the borders of the Turkish Republic of Northern Cyprus in accordance with the relevant laws;
- (8) To investigate and detect occupational accidents and occupational diseases and to take the necessary precautions to prevent such accidents and diseases and to organize courses, seminars and similar events for this purpose;
- (9) To organize and carry out the necessary planning, programming and implementation services for labor force, full employment, job and vocational training, gaining professions for unqualified workers, increasing qualified workforce and training qualified workers on the job, acceptance and export of workforce; To determine the facility, resource, personnel and equipment requirements of domestic and foreign public and private institutions and organizations, professional organizations, unions and associations and to cooperate with these organizations in terms of plan and program applications when necessary;
- (10) Providing appropriate jobs for disabled people in accordance with the rules of the Law on Protection, Rehabilitation and Employment of the Disabled and taking necessary measures regarding the employment of the disabled;
- (11) Participating in the work of the boards, commissions, committees and other units envisaged to be established in accordance with the legal legislation and fulfilling the prescribed duties;
- (12) To prepare the necessary statistics and compile statistical information on the issues falling under the responsibility of the department, to ensure the printing and distribution of the necessary bulletins and to prepare the necessary reports in the light of the statistical information compiled;
- (13) Preparing Laws, Regulations, Regulations and other regulatory procedures related to working life or examining the prepared ones and submitting their opinion to the Ministry; and
- (14) To prepare the necessary laws and regulations for the

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determination of solutions and services to be provided by the State in the matters of labor and social security in accordance with the legislation on working life, the Constitution, Fundamental Human Rights and Freedoms and international norms, and accordingly for the establishment of councils to provide consultancy.

THIRD PART

Working Principles

- | | | |
|--|----|--|
| Administration | 6. | Managers at all levels of the department are obliged to carry out the duties they are obliged to carry out in accordance with the Constitution and the related laws, plans and programs, and within the framework of the circulars, directives and orders of the Ministry. |
| Responsibility of the Department and Cooperation Between Departments | 7. | <p>(1) The department is responsible for making the necessary arrangements to ensure harmony between the Ministry and / or departments and local governments regarding the issues that fall into its service area.</p> <p>(2) Although the department falls within its jurisdiction, it cooperates with other ministries and / or departments and local administrations.</p> |
| Transfer of Authority | 8. | <p>Managers at all levels of the department can delegate certain duties to their subordinates, partially or completely, together with their authorities and responsibilities, provided that they clearly state their limits.</p> <p>However, the transfer of authority in this way does not remove the superior responsibility.</p> |

PART FOUR

Miscellaneous Rules

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|---|-----|---|
| Transfer of Authority
32/2017 | 9. | <p>(1) The name, number of staff, service class, degree in the class and salary scales of the personnel to be employed in the office are stipulated in the First Table attached to this Law.</p> <p>(2) The staff of the departments are indicated in the Budget Law every year and filled every year within the framework of the appropriations to be put into the Budget Law.</p> |
| 32/2017
7/1979
3/1982
12/1982
44/1982
42/1983
5/1984
29/1984 | (3) | The scale stipulated for each staff in the First Schedule attached to this Law is the equivalent of the scale stipulated in the First Table attached to the Law on Public Servants and the First Table attached to the Law on the Regulation of Salary (Salary Wages) and Other Allowances of Public Employees. |

50/1984
2/1985
10/1986
13/1986
30/1986
31/1987
11/1988
33/1988
13/1989
34/1989
73/1989
8/1990
19/1990
42/1990
49/1990
11/1991
85/1991
11/1992
35/1992
3/1993
62/1993
10/1994
15/1994
53/1994
18/1995
12/1996
19/1996
32/1996
16/1997
24/1997
13/1998
40/1998
6/1999
48/1999
4/2000
15/2000

Hizmet
Şemaları
İkinci Cetvel
32/2017

10. (1) The duties, powers, responsibilities and qualifications of the department staff are stipulated in the service schemes in the Second Schedule attached to this Law.
- (2) The Director may employ public officials working in the staff of the Department in other positions appropriate to his position, provided that their personal rights and status are not prejudiced.
- (3) For public officials within the scope of the Law on the Regulation of Salary (Salary) and Other Allowances of Public Employees, the relevant rules of the said article are applied instead of the conditions for promotion (promotion) stipulated in the service schemes of the Second Table of this Law.

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Sözleşmeli
Personel

11. Contracted personnel may be employed in the department

İstihdamı
7/1979

3/1982
12/1982
44/1982
42/1983
5/1984
29/1984
50/1984
2/1985
10/1986
13/1986
30/1986
31/1987
11/1988
33/1988
13/1989
34/1989
73/1989
8/1990
19/1990
42/1990
49/1990
11/1991
85/1991
11/1992
35/1992
3/1993
62/1993
10/1994
15/1994
53/1994
18/1995
12/1996
19/1996
32/1996
16/1997
24/1997
13/1998
40/1998
6/1999
48/1999
4/2000
15/2000

within the framework of article 6 of the Law on Public Servants,
provided that it is indicated in the Budget Law every year.

FIFTH Temporary Rules

Temporary
Article
Adjustment
Rules

1. (1) The public officials who are still working in the positions included in the First Schedule attached to this Law and whose duties, powers, responsibilities and scales and / or service class have not been changed, continue to be in contact with these positions and continue to draw the scale and salary earned by the staff they hold.
- (2) While the adjustment is made, the appointed public

Rights and Obligations of Personnel whose Provisional Article Staff Has Been Removed
2.
7/1979
3/1982
12/1982
44/1982
42/1983
5/1984
29/1984
50/1984
2/1985
10/1986
13/1986
30/1986
31/1987
11/1988
33/1988
13/1989
34/1989
73/1989
8/1990
19/1990
42/1990
49/1990
11/1991
85/1991
11/1992
35/1992
3/1993
62/1993
10/1994
15/1994
53/1994
18/1995
12/1996
19/1996
32/1996
16/1997
24/1997
13/1998
40/1998
6/1999
48/1999
4/2000
15/2000

- officer is made to be adapted to the corresponding level of the scale in which he / she is assigned.
- (3) The current intra-scale increase dates of the appointed public officials continue without any change. Until they are appointed to another cadre or retirement, public officials whose cadres are removed by this Law continue to keep the removed cadres and benefit from the rights that these cadres have given them and / or will gain them. The rules of article 84 of the Law on Public Servants are applied for these.

Final Rules

- | | | |
|---------------------------------------|-----|---|
| Authority to Make Statutes
32/2017 | 12. | The Council of Ministers can make a Statute on the following matters stated to be regulated in this Law by the Statute:
(1) About the formation, gathering and working principles of the Working Congress;
(2) About the formation, gathering and working principles of the Labor and Social Security Advisory Council; and
(3) About the formation and gathering of the Occupational Health and Safety Advisory Council and its working principles. |
| Executive Power | 13. | This Law is executed by the Ministry in charge of Labor Affairs on behalf of the Council of Ministers of the Turkish Republic of Northern Cyprus. |
| Repeal
7/1988
41/1995 | 14. | The Law on Labor Department (Establishment, Duties and Working Principles) shall be repealed from the effective date of this Law. |
| Entry into force | 15. | This Law enters into force as of the date it is published in the Official Gazette. |

**Entry into force
32/2017**

<u>NUMBER OF STAFF</u>	<u>STAFF NAME</u>	STUDY DEPARTMENT STAFF <u>CLASS OF SERVICE</u>	<u>DEGREE</u>	<u>SCALE</u>	<u>47/2010 Law No. On your throne Scale</u>
1	manager	Management Services Class (Senior Level Manager)	II	18A	18
1	Assistant Manager	Management Services Class (Other Managers Not Considered Top Level Managers)	II	17 A	16
1	Workplaces Inspection Branch Supervisor	Management Services Class (Other Managers Not Considered Top Level Managers)	III	17B	15
1	Job and Employment Branch Supervisor	Management Services Class (Other Managers Not Considered Top Level)	III	17B	15

1	Special Employment Branch Supervisor	Managers) Management Services Class (Other Managers Not Considered Top Level Managers)	III	17B	15
1	Device Inspections Branch Supervisor	Management Services Class (Other Managers Not Considered Top Level Managers)	III	17B	15
5	Work District Supervisor	Management Services Class (Other Managers Not Considered Top Level Managers)	III	17B	15
1	Lawyer	Legal Services Class	I	16	11
1	Analyst / Programmer	Planning Services Class	I	16	11
5	Senior Labor Inspector	Labor and Social Security Services Class	I	15-16	11
10	Class I Labor Inspector	Labor and Social Security Services Class	II	12-13-14	10
14	II. Class Labor Inspector	Labor and Social Security Services Class	III	10-11-12	9
2	Senior Technical Inspector	Labor and Social Security Services Class	I	15-16	11
4	Class I Technical Inspector	Labor and Social Security Services Class	II	12-13-14	10
5	II. Class Technical Inspector	Labor and Social Security Services Class	III	10-11-12	9
6	Senior Labor Officer	Labor and Social Security Services Class	I	15-16	11
10	Class I Labor Officer	Labor and Social Security Services Class	II	12-13-14	10
12	II. Class Work Officer	Labor and Social Security Services Class	III	10-11-12	9
1	II. Class Finance Officer	Financial Services Class	III	10-11-12	9
4	Computer operator	Technician Services Class	IV	7-8-9-10	2nd Stage of 5

1	First Secretary	Bookstore Services Class	I	13-14-15	8
2	Class I Clerk	Bookstore Services Class	II	11-12	7
4	Class II Clerk	Bookstore Services Class	III	9-10	6
6	Deputy Clerk	Bookstore Services Class	IV	6-7-8	5
1	I Class Chamberman	Chamberman-Driver Services Class	I	8-9-10-11	2
5	II. Class Chamberman	Chamberman-Driver Services Class	II	4-5-6-7	1
1	Switchboard operator	Auxiliary General Services Class	II	4-5-6	1

106 the overall total

SECOND SCHEDULE
ARTICLE 10 (1)
32/2017

WORK DEPARTMENT
MANAGER'S STAFF
SERVICE SCHEME

Staff Name : manager
Class of Service : Management Services Class (Senior Level Manager)
Degree : II (First Appointment Place)
Number of Staff : 1
Salary : Scale 18A (Scale 18 on the Throne of Law No. 47/2010)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) He is the highest hierarchical supervisor of the department;
- (2) It manages the Office according to the general management principles and is responsible at the highest level for the fulfillment of the duties that the Office is obliged to carry out within the framework of the relevant laws;
- (3) Ensures that the Service policy of the Department is implemented within the framework of development plans, annual programs and work programs of the Office;
- (4) It plans, monitors and supervises the coordination of service units within the department;
- (5) Carries out other duties to be assigned by the Minister or Undersecretary in accordance with his position; and
- (6) It is responsible to the Minister and the Undersecretary for the fulfillment of their duties.

II. REQUIRED QUALITIES:

- (1) To be a university or college graduate and to have worked in public service for at least eight years.
- (2) It is obligatory that the Service Classes Requiring University Graduation or Higher Education has been assigned to at least the 2nd Degree and has actually denied the scale 15 (Table 11 on the Throne of Law No. 47/2010).
- (3) To know English or a valid foreign language.

WORK DEPARTMENT
DEPUTY MANAGER STAFF
SERVICE SCHEME

Staff Name : Assistant Manager
Class of Service : Management Services Class (Other Managers)
Degree : II (First Appointment and Promotion Place)
Number of Staff : 1
Salary : Scale 17A (Scale 16 on the Throne of Law No. 47/2010)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) It supervises the implementation of the legal legislation that falls within the scope of the Labor Office;
- (2) Helps the Manager in job disputes;
- (3) Carries out studies on the necessary precautions to be taken to prevent work accidents and occupational diseases;
- (4) It advises the Director on the necessary measures to be taken in order to solve the problems encountered by the personnel in the performance of their duties;
- (5) It ensures coordination and cooperation between the central and provincial organizations of the department and its branches;
- (6) Be responsible for the management and direction of the staff;
- (7) In the absence of the director, he stands for the Director;
- (8) Carries out other duties to be assigned by the director, appropriate to his position; and
- (9) He is responsible to the Director for the fulfillment of his/her duties.

II. REQUIRED QUALITIES:

- (1) (A) To have graduated from a university, academy or equivalent college in appropriate subjects; or
(B) Having graduated from high school or an equivalent secondary education institution and worked in the Labor and Social Security Services Class for at least ten years.
- (2) Having worked for at least three years in a lower degree or in the I Degree of Service Classes Requiring Higher Education.
- (3) To pass the exams to be held in accordance with the relevant legislation.

WORK DEPARTMENT
WORKPLACES INSPECTION BRANCH OFFICE STAFF
SERVICE SCHEME

Staff Name : Workplaces Inspection Branch Supervisor
Class of Service : Management Services Class (Non-Senior Manager
Other Managers)
Degree : III (First Appointment and Ascension Place)
Number of Staff : 1
Salary : Scale 17B (Scale 15 Under Law No. 47/2010)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) Ensures the supervision of workplaces in accordance with the legislation that falls within the scope of duty of the Labor Department; It observes and inspects the measures to ensure worker health, safety and welfare in the workplaces and advises the Director on the necessary measures to be taken in this direction.
- (2) Organizes courses, seminars and similar events on taking precautions against occupational accidents and occupational diseases and makes recommendations on apprenticeship training;
- (3) It trains, directs and manages the staff of the Department who will inspect the workplaces;
- (4) It makes an inspection personally when necessary;
- (5) Performs other duties assigned by his superiors, appropriate to his position; and
- (6) He is responsible to his superiors for the fulfillment of his/her duties.

II. REQUIRED QUALITIES:

- (1) (A) To have graduated from a university, academy or equivalent college in appropriate subjects; or
(B) Having completed a high school or equivalent secondary education institution and worked in the Labor and Social Security Services Class for at least eight years
- (2) Having worked for at least three years in the I Degree of Service Classes Requiring Higher Education.
- (3) To pass the exams to be held in accordance with the relevant legislation.

WORK DEPARTMENT
JOB AND EMPLOYEE FINDING BRANCH OFFICE STAFF
SERVICE SCHEME

Staff Name : Job and Employment Branch Supervisor
Class of Service : Management Services Class (Other Managers)
Degree : III (First Appointment and Promotion Place)
Number of Staff : 1
Salary : Scale 17B (Scale 15 on the Throne of Law 47/2010)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) It helps to carry out the planning, programming and training services required to provide workforce to the business areas rapidly by studying the labor resources and business areas of the society;
- (2) Establishes continuous relationships with employers to research and create employment opportunities;
- (3) Make recommendations to the Director to take measures to help resolve general or regional unemployment problems;
- (4) Conducts research and programs and prepares reports on the subjects within its field of duty
- (5) It takes precautions that will enable it to deal with training and employment problems swiftly by managing and managing its personnel;
- (6) Performs other duties assigned by his superiors, appropriate to his position; and
- (7) He is responsible to his superiors for the fulfillment of his/her duties.

II. REQUIRED QUALITIES:

- (1) (A) To have graduated from a university, academy or equivalent college in appropriate subjects; or
(B) Having completed a high school or equivalent secondary education institution and worked in the Labor and Social Security Services Class for at least eight years
- (2) Having worked for at least three years in the I Degree of Service Classes Requiring Higher Education.
- (3) To pass the exams to be held in accordance with the relevant legislation.

WORK DEPARTMENT
SPECIAL EMPLOYMENT BRANCH OFFICE STAFF
SERVICE SCHEME

Staff Name : Special Employment Branch Supervisor
Class of Service : Management Services Class (Other Managers)
Degree : III (First Appointment and Ascension Place)
Number of Staff : 1
Salary : Scale 17B (Scale 15 Under Law No. 47/2010)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) It prepares the necessary plans and programs for the employment of disabled people, martyrs' families, military service workers and ex-convicts;
- (2) It carries out all kinds of work necessary for the rehabilitation of ex-convicts and persons with disabilities, and ensures that education and training programs are organized and implemented.
- (3) Carries out the necessary activities in order to increase the physical abilities of the disabled and the strength they need for work with tools and equipment;
- (4) Carries out studies to determine the measures to be taken for the employed disabled people and ex-convicts to adapt to the work and work environment and to ensure the fulfillment of this obligation;
- (5) He directs and manages his entourage;
- (6) Performs other duties assigned by his superiors, appropriate to his position; and
- (7) He is responsible to his superiors for the fulfillment of his/her duties.

II. REQUIRED QUALITIES:

- (1) (A) To have graduated from a university, academy or equivalent college in appropriate subjects; or
(B) Having completed a high school or equivalent secondary education institution and worked in the Labor and Social Security Services Class for at least eight years.
- (2) Having worked for at least three years in the I Degree of Service Classes Requiring Higher Education.
- (3) To pass the exams to be held in accordance with the relevant legislation.

WORK DEPARTMENT
DEVICE INSPECTION BRANCH OFFICE STAFF
SERVICE SCHEME

Staff Name : Device Inspections Branch Supervisor
Class of Service : Management Services Class (Other Managers)
Degree : III (First Appointment and Promotion Place)
Number of Staff : 1
Salary : Scale 17B (Scale 15 on the Throne of Law 47/2010)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) It monitors and inspects the inspection of the load lifting devices and their components, pressure vessels containing steam or air and elevators by the Technical Inspectors within the borders of the Turkish Republic of Northern Cyprus in accordance with the legislation that falls within the scope of duty of the Work Department and the implementation of the relevant legislation; advises the Director on measures to be taken;
- (2) Organizes courses, seminars and similar events to take precautions to prevent occupational accidents that may occur while using the devices in question;
- (3) It trains, directs and administers the personnel of the Department and other related personnel who will carry out the inspection of the device;
- (4) It makes an inspection personally when necessary;
- (5) Performs other duties assigned by his superiors, appropriate to his position; and
- (6) He is responsible to his superiors for the fulfillment of his/her duties.

II. REQUIRED QUALITIES:

- (1) Having graduated from a faculty offering a degree in Mechanical, Electrical or Industrial Engineering or an equivalent college.
- (2) Having worked in the First Degree of Labor and Social Security Services Class for at least three years.
- (3) To be successful in the exams to be held in accordance with the relevant legislation.

WORK DEPARTMENT
WORKING REGIONAL SUPERVISOR STAFF
SERVICE SCHEME

Staff Name : Work District Supervisor
Class of Service : Management Services Class (Other Managers)
Degree : III (First Appointment and Promotion Place)
Number of Staff : 5
Salary : Scale 17B (Scale 15 on the Throne of Law 47/2010)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) In the region where he / she works, he / she carries out the works and procedures related to the legislation that fall under the duty of the Labor Department;
- (2) Provides supervision of workplaces and investigation and investigation of occupational accidents and diseases;
- (3) It ensures the execution of services related to finding jobs and workers and the employment of disabled people, families of martyrs, military conscripts and ex-convicts in the region where they work;
- (4) Carries out the necessary research and investigation regarding labor disputes and fulfills mediation duties in the direction of mediation;
- (5) Submits reports and recommendations to the Director regarding the researches and investigations within the scope of the task, when necessary;
- (6) Provides compilation of necessary statistical information and preparation of reports;
- (7) Supervises the inspection of workplaces when necessary;
- (8) Performs other duties assigned by his superiors, appropriate to his position; and
- (9) He is responsible to his superiors for the fulfillment of his/her duties.

II. REQUIRED QUALITIES:

- (1) (A) To have graduated from a university, academy or equivalent college in appropriate subjects; or
(B) Having completed a high school or equivalent secondary education institution and worked in the Labor and Social Security Services Class for at least eight years.
- (2) Having worked for at least three years in the I Degree of Service Classes Requiring Higher Education.
- (3) To be successful in the exams to be held in accordance with the relevant legislation.

WORK DEPARTMENT
LEGAL STAFF
SERVICE SCHEME

Staff Name : Lawyer
Class of Service : Legal Services Class
Degree : I (First Appointment Place)
Number of Staff : 1
Salary : Scale 16 (Scale 11 on the Throne of Law No. 47/2010)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) It gives legal opinion on the requested matters regarding the department and labor legislation;
- (2) It carries out the legal procedures arising from the implementation of the legislation;
- (3) Conducts correspondence with the Legal Office;
- (4) It prepares the laws, statutes and regulations required for the efficient and efficient execution of department services;
- (5) Performs other duties assigned by his superiors, appropriate to his position; and
- (6) He is responsible to his superiors for the fulfillment of his/her duties.

II. REQUIRED QUALITIES:

- (1) Having graduated from the Faculty of Law of a well-known university and passing the bar examinations in accordance with the legislation in force and being entitled to be registered as a lawyer.
- (2) To be successful in the exams to be held in accordance with the relevant legislation.

WORK DEPARTMENT
ANALIST / PROGRAMMER STAFF
SERVICE SCHEME

Staff Name : Analyst / Programmer
Class of Service : Planning Services Class
Degree : I (First Appointment Place)
Number of Staff : 1
Salary : Scale 16 (Scale 11 on the Throne of Law No. 47/2010)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) Responsible for the programming, coordination, supervision, management and direction of the computer operations of the apartment;
- (2) Makes and presents the analysis and programs of computers, makes the operation of the programs under different conditions;
- (3) Prepare flow charts; Prepare the work flow of the projects in accordance with the computer solution;
- (4) Provides the application of statistical and ready-made software;
- (5) Performs other duties assigned by his superiors, appropriate to his position; and
- (6) He is responsible to his superiors for the fulfillment of his/her duties.

II. REQUIRED QUALITIES:

- (1) To have a degree in Computer Engineering or a related department of Information Processing (Mathematics, Electronics, Computing, Statistics, Industrial Engineering) of a University or college and to know at least one computer language including the COBOL language.
- (2) To be successful in the exams to be held in accordance with the relevant legislation.

WORK DEPARTMENT
SENIOR LABOR INSPECTOR STAFF
SERVICE SCHEME

Staff Name : Senior Labor Inspector
Class of Service : Labor and Social Security Services Class
Degree : I (Place of Rising)
Number of Staff : 5
Salary : Scale 15 -16 (Scale 11 on the Throne of Law No. 47/2010)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) It assists the Regional Directorate of Labor by preparing a program in the organization, management and execution of the inspections and inquiries required in the central and provincial units and branches in accordance with the legislation that falls under the duty of the Labor Department;
- (2) Monitors and inspects the implementation of labor legislation within the jurisdiction and actually participates in inspections;
- (3) Provides compilation of statistical information in its field;
- (4) Fulfills the duties of the Regional or Branch Chief in the absence and assignment of the Regional or Branch Chief;
- (5) Performs other duties appropriate to his position assigned by his superiors; and
- (6) He is responsible to his superiors for the fulfillment of his/her duties.

II. REQUIRED QUALITIES:

- (1) (A) Having graduated from a university, academy or equivalent college in appropriate subjects; or
(B) Having completed a high school or equivalent secondary education institution and worked in the Labor and Social Security Services Class for at least eight years.
- (2) (A) Having worked in the Second Degree of Labor and Social Security Services Class for at least three years; and
(B) In addition to the three actual years of service in subparagraph (A) above, having worked for at least four years as a permanent employee or worker or temporary or contracted personnel or worker in public service.
- (3) To be successful in the exams to be held in accordance with the relevant legislation.

WORK DEPARTMENT
CLASS I WORK INSPECTOR STAFF
SERVICE SCHEME

Staff Name : Class I Labor Inspector
Class of Service : Labor and Social Security Services Class
Degree : II (Place of Rising)
Number of Staff : 10
Salary : Barem 12-13-14 (47/2010 Sayılı Yasa Tahtında Barem 10)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) In accordance with the legislation that falls within the scope of duty of the Labor Department, it conducts the inspection and investigation of workplace accidents and occupational diseases, and monitors and supervises the implementation of the relevant legislation;
- (2) Ensures the compilation of necessary statistical information on the subjects covered by the task;
- (3) Performs other duties assigned by his superiors, appropriate to his position; and
- (4) He is responsible to his superiors for the fulfillment of his/her duties.

II. REQUIRED QUALITIES:

- (1) (A) Being a university or college graduate in appropriate subjects; or
(B) Having completed a high school or equivalent secondary education institution and worked in the public service for at least eight years.
- (2) (A) Having worked in the Third Degree of Labor and Social Security Services Class for at least three years; and
(B) In addition to the three actual years of service in subparagraph (A) above, having worked for at least four years as a permanent employee or worker or temporary or contracted personnel or worker in public service.
- (3) To be successful in the exams to be held in accordance with the relevant legislation.

WORK DEPARTMENT
CLASS II WORK INSPECTOR STAFF
SERVICE SCHEME

Staff Name :II. Class Labor Inspector
Class of Service : Labor and Social Security Services Class
Degree : III (First Appointment Place)
Number of Staff : 14
Salary : Scale 10-11-12 (Scale 9 on the Throne of Law No. 47/2010)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) Inspection of workplaces, research and investigation of occupational accidents and occupational diseases in accordance with the legal legislation that falls within the scope of duty of the Labor Department and monitors and controls the implementation of the relevant legislation;
- (2) Ensures the compilation of necessary statistical information on the subjects covered by the task;
- (3) Performs other duties assigned by his superiors, appropriate to his position; and
- (4) He is responsible to his superiors for the fulfillment of his/her duties.

II. REQUIRED QUALITIES:

- (1) Graduated from Law, Economics, Finance, Accounting, Statistics Departments or a faculty or college related to Administrative Sciences, Engineering or Social Security.
- (2) To be successful in the exams to be held in accordance with the relevant legislation.

WORK DEPARTMENT
SENIOR TECHNICAL INSPECTOR STAFF
SERVICE SCHEME

Staff Name : Senior Technical Inspector
Class of Service : Labor and Social Security Services Class
Degree : I (Place of Rising)
Number of Staff : 2
Salary : Scale 15 -16 (Scale 11 on the Throne of Law No. 47/2010)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) Inspection of the lifting devices and lifting gear, pressure vessels and elevators containing steam or air in the workplaces within the borders of the Turkish Republic of Northern Cyprus in accordance with the legislation that falls under the scope of duty of the Labor Department and monitors and inspects the implementation of the relevant legislation;
- (2) Participates in inspections de facto;
- (3) Provides coordination with Technical Inspectors;
- (4) In case of appointment, it conducts the inspection of workplaces, research and investigation of occupational accidents and diseases, and helps the implementation of labor legislation;
- (5) Fulfills the duties of the Regional or Branch Chief in the absence and assignment of the Regional or Branch Chief
- (6) Performs other duties assigned by his superiors, appropriate to his position; and
- (7) He is responsible to his superiors for the fulfillment of his/her duties.

II. REQUIRED QUALITIES:

- (1) Having graduated from a faculty offering a degree in Mechanical, Electrical or Industrial Engineering or an equivalent college.
- (2) (A) Having worked in the Second Degree of Labor and Social Security Services Class for at least three years; and
(B) In addition to the three actual years of service in subparagraph (A) above, having worked for at least four years as a permanent employee or worker or temporary or contracted personnel or worker in public service.
- (3) To be successful in the exams to be held in accordance with the relevant legislation.

WORK DEPARTMENT
CLASS I TECHNICAL INSPECTOR STAFF
SERVICE SCHEME

Staff Name : I. Class Technical Inspector
Class of Service : Labor and Social Security Services Class
Degree : II (Place of Rising)
Number of Staff : 4
Salary : Scale 12-13-14 (Scale 10 Under Law No. 47/2010)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) Inspects and records the existing lifting devices and lifting gear, pressure vessels containing steam or air, and elevators in the workplaces in the area where it is assigned in accordance with the legislation that falls within the scope of duty of the Labor Office; In case of appointment, it conducts the inspection of workplaces, research and investigation of work accidents and occupational diseases, monitors and inspects the labor legislation;
- (2) Performs other duties assigned by his superiors, appropriate to his position; and
- (3) He is responsible to his superiors for the fulfillment of his/her duties.

II. REQUIRED QUALITIES:

- (1) Having graduated from a faculty offering a degree in Mechanical, Electrical or Industrial Engineering or an equivalent college.
- (2) (A) Having worked in the Third Degree of Labor and Social Security Services Class for at least three years; and
(B) In addition to the three actual years of service in subparagraph (A) above, having worked for at least four years as a permanent employee or worker or temporary or contracted personnel or worker in public service.
- (3) To be successful in the exams to be held in accordance with the relevant legislation.

WORK DEPARTMENT
II. CLASS TECHNICAL INSPECTOR STAFF
SERVICE SCHEME

Staff Name : II. Class Technical Inspector
Class of Service : Labor and Social Security Services Class
Degree : III (First Appointment Place)
Number of Staff : 5
Salary : Scale 10-11-12 (Scale 9 on the Throne of Law No. 47/2010)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) Inspects and records the existing lifting devices and lifting gear, pressure vessels and elevators containing steam or air in the workplaces in the region where it is assigned in accordance with the relevant laws;
- (2) In case of assignment; conducts inspection of workplaces, research and investigation of work accidents and occupational diseases, monitors and supervises the implementation of labor legislation;
- (3) Performs other duties assigned by his superiors, appropriate to his position; and
- (4) He is responsible to his superiors for the fulfillment of his/her duties.

II. REQUIRED QUALITIES:

- (1) Having graduated from a faculty offering a degree in Mechanical, Electrical or Industrial Engineering or an equivalent college.
- (2) To be successful in the exams to be held in accordance with the relevant legislation.

WORK DEPARTMENT
SENIOR EMPLOYMENT OFFICER STAFF
SERVICE SCHEME

Staff Name : Senior Labor Officer
Class of Service : Labor and Social Security Services Class
Degree : I (Place of Rising)
Number of Staff : 6
Salary : Scale 15 -16 (Scale 11 on the Throne of Law No. 47/2010)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) It ensures the execution and management of unemployment and employment-related works that must be done in accordance with the legislation that falls under the scope of the Labor Department;
- (2) It ensures that the necessary activities are carried out and managed for the employment and rehabilitation of martyrs' families, military service workers, ex-convicts and disabled people
- (3) Ensures, monitors and controls the implementation of labor legislation in the area of duty;
- (4) Provides the compilation of necessary statistical information on the subjects covered by the task;
- (5) Performs the duties of the Regional or Branch Chief in the absence and assignment of the Regional or Branch Chief.
- (6) Performs other duties assigned by his superiors, appropriate to his position; and
- (7) He is responsible to his superiors for the fulfillment of his/her duties.

II. REQUIRED QUALITIES:

- (1) (A) To be a university or college graduate in appropriate subjects; or
(B) Having completed a high school or equivalent secondary education institution and worked in the public service for at least eight years.
- (2) (A) Having worked in the Second Degree of Labor and Social Security Services Class for at least three years; and
(B) In addition to the three actual years of service in subparagraph (A) above, having worked for at least four years as a permanent employee or worker or temporary or contracted personnel or worker in public service.
- (3) To be successful in the exams to be held in accordance with the relevant legislation.

WORK DEPARTMENT
CLASS I WORKING OFFICER STAFF
SERVICE SCHEME

Staff Name : I. Class Work Officer
Class of Service : Labor and Social Security Services Class
Degree : II (Place of Rising)
Number of Staff : 10
Salary : Scale 12-13-14 (Scale 10 Under Law No. 47/2010)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) It fulfills the duties assigned in the fields of unemployment and employment in accordance with the legislation included in the field of duty of the Labor Office;
- (2) Fulfills the duties assigned to the employment and rehabilitation of martyrs' families, soldiers, ex-convicts and disabled people;
- (3) Ensures the compilation of necessary statistical information on the subjects covered by the task;
- (4) Performs other duties assigned by his superiors, appropriate to his position; and
- (5) He is responsible to his superiors for the fulfillment of his/her duties.

II. REQUIRED QUALITIES:

- (1) (A) To be a university or college graduate in appropriate subjects; or
(B) Having completed a high school or equivalent secondary education institution and worked in the public service for at least eight years.
- (2) (A) Having worked in the Third Degree of Labor and Social Security Services Class for at least three years; and
(B) Having worked for at least four years as a permanent or temporary or contracted personnel or worker in public service in addition to the three actual service years listed in paragraph (A) above.
- (3) To be successful in the exams to be held in accordance with the relevant legislation.

WORK DEPARTMENT
II. CLASS WORKING OFFICER STAFF
SERVICE SCHEME

Staff Name :II. Class Work Officer
Class of Service : Labor and Social Security Services Class
Degree : III(First Appointment Place)
Number of Staff : 12
Salary : Scale 10-11-12 (Scale 9 on the Throne of Law No. 47/2010)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) It fulfills the duties assigned in the fields of unemployment and employment in accordance with the legislation included in the field of duty of the Labor Office;
- (2) Fulfills the duties assigned to the employment and rehabilitation of martyrs' families, soldiers, ex-convicts and disabled people;
- (3) Ensures the compilation of necessary statistical information on the subjects covered by the task;
- (4) Perform other duties appropriate to his or her position assigned by his superiors; and
- (5) He is responsible to his superiors for the fulfillment of his/her duties.

II. REQUIRED QUALITIES:

- (1) Having graduated from a faculty or college related to Law, Economics, Finance, Accounting, Statistics, Administrative Sciences, Engineering or Social Security.
- (2) To be successful in the exams to be held in accordance with the relevant legislation.

WORK DEPARTMENT
II. CLASS FINANCIAL OFFICER STAFF
SERVICE SCHEME

Staff Name : II. Class Finance Officer
Class of Service : Financial Services Class
Degree : III (First Appointment Place)
Number of Staff : 1
Salary : Scale 10-11-12 (Scale 9 on the Throne of Law No. 47/2010)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) It helps to carry out all kinds of financial transactions of the Headquarters and Regional Headquarters of the Department in accordance with certain principles and legislation;
- (2) Keeps transactions accurate, regular and day-to-day;
- (3) It helps to prepare the income-expense accounts and budget of the apartment;
- (4) Performs other duties assigned by his superiors, appropriate to his position; and
- (5) He is responsible to his superiors for the fulfillment of his/her duties.

II. REQUIRED QUALITIES:

- (1) Graduated from a faculty, academy or college in Finance, Economics, Law, Statistics, Business and Accounting, or hold the title of Certified or Chartered Accountant.
- (2) To be successful in the exams to be held in accordance with the relevant legislation.

WORK DEPARTMENT
COMPUTER OPERATOR STAFF
SERVICE SCHEME

Staff Name : Computer operator
Class of Service : Technician Services Class
Degree : IV (First Appointment)
Number of Staff : 4
Salary : 7-8-9-10 (47/2010 2nd Level of Scale 5 on the Throne of Law No.)

I. DUTIES, AUTHORITIES AND RESPONSIBILITIES:

- (1) He / she makes the entry of all transactions and information in the office's field of duty into computer systems;
- (2) Makes copies of the information given to the computer and records them in the magnetic field;
- (3) Performs other duties assigned by his superiors, appropriate to his position; and
- (4) He is responsible to his superiors for the fulfillment of his/her duties.

II. REQUIRED QUALITIES:

- (1) Having graduated from high school or an equivalent secondary education institution and to know how to use the computer.
- (2) To be successful in the exams to be held in accordance with the relevant legislation.