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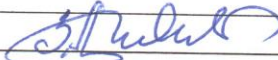
APPROVED
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2023.




QUALIFICATION CHARACTERISTICS OF TEACHING STAFF AND UNIVERSITY STAFF

QUALITY MANAGEMENT SYSTEM OF SHYMKENT UNIVERSITY 01-01-2023

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1. General provisions

1.1 This qualification characteristic has been developed in accordance with the Law of the Republic of Kazakhstan "On Education" and is mandatory for use by educational authorities regardless of ownership, departmental subordination and organizational and legal form.

1.2 Qualification characteristics (hereinafter referred to as characteristics) are the basis for the following actions of employees of educational organizations by position:


- creation of regulations on structural units defining their role and place in the organization of education;
- their rights and responsibilities, approved by official duties;
- selection and placement of personnel, control over their proper use;
- certification of employees of educational organizations.

1.3 The qualification characteristics of each position consists of three sections: "Job responsibilities", "What you should know", "qualification requirements". The section "Job Responsibilities" defines the main job functions that can be fully or partially transferred to the employee holding this position.

The section "What you should know" contains the basic requirements for an employee in terms of special knowledge, as well as knowledge of legislative and regulatory legal acts, regulations, instructions and other materials, methods and tools that an employee must apply in the performance of official duties.

The section "Qualification requirements" establishes the level of professional training and the requirements for the length of service of the employee necessary to fulfill the stipulated duties.

1.4. Internal organizational and administrative documents: service instructions are the basis for developing the specifics of the organization of production, labor and management characteristics, as well as their rights and responsibilities, taking into account a specific list of job responsibilities of employees.

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2. QUALIFICATION CHARACTERISTICS BY POSITION

Chairman of the Management Board

Job responsibilities: Chairman of the Management Board is responsible for the educational activities of Shymkent University. Manages the university in accordance with educational, industrial, economic, financial and economic activities. Organizes the work and effective interaction of the university, directs their activities to the development and improvement, improvement of work efficiency, quality and competitiveness of educational services, their compliance with international standards. Takes measures for the rational use and development of professional knowledge and experience of cadres, the creation of safe and favorable working conditions for the life and health of structural units. Provides a combination of economic and administrative management methods, unified leadership and collegiality in discussing and solving university problems. Resolves issues related to the financial, economic and production-economic activities of the university, within the limits of the rights granted by the legislation, entrusts the conduct of certain areas of activity to other officials. Coordinates the activities of the rector, vice-rectors and structural units of the university. Monitors compliance with the quality of the university's educational process. Supervises the university's implementation of decisions of the Ministry of Education of the Republic of Kazakhstan.


Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Law "On Science", the Law "On Combating Corruption", the Law "On Languages in the Republic of Kazakhstan", the Law on the Development of Education of the Republic of Kazakhstan and the programs of higher education educational, scientific, production and economic, financial and economic and other regulatory legal acts regulating their activities, methodological materials in the field of training specialists in higher and postgraduate education, scientific prospects for the development of the branch of higher education institution, human resources of higher education institution, scientific achievements in the field of higher and postgraduate education and best practices of foreign educational institutions, labor legislation, the Ministry of Education and Science of the Republic of Kazakhstan, normative legal documentation, rules and norms of labor protection.

Qualification requirements: must be a founder, have higher education, have a scientific degree, scientific title, qualifications and work experience must be 5 years.

Advisor to the Chairman of the Management Board

Job responsibilities: Consulting regarding educational, methodological, research, administrative, educational, administrative and economic work of a higher educational institution, as a representative the university works with third-party organizations; advises on the development of current and future work plans, advises on the development of plans for the current and future work of the university; considers integration measures in the Republic of Kazakhstan at the global level, interacts with universities, advises scientists from near and far abroad on scientific and technical issues; effectively uses and develops modern information technologies; Consults on accreditation issues and works with accreditation agencies to obtain institutional and specialized university accreditation; advises during certification of scientific and pedagogical workers; advises on issues of improving the qualifications of employees, sharing the experience of scientific and pedagogical personnel; Consults a higher educational institution on the implementation of the compulsory education standard in accordance with the state legislation of the Republic of Kazakhstan, ensuring quality education for graduates, the health and life of students and education workers; advises on the organization of the student population in accordance with the license for the right of education.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic

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of Kazakhstan, the Law of the Republic of Kazakhstan "On Languages in the Republic of Kazakhstan", the Law "On Combating Corruption", Legislative and regulatory legal acts of the Republic of Kazakhstan regulating activities of higher educational institutions, rules and regulations of labor protection.


Qualification requirements: higher education, scientific degree, scientific title, qualification, work experience in a managerial position for 5 years.

Rector of a higher educational institution (HEI)

Job responsibilities: Lead the methodological, research, administrative, economic and financial-economic activities of the organization in accordance with the charter of the university and be responsible for decisions on these issues; to draw up a plan for the current and future work of the university; to consider integration measures in the Republic of Kazakhstan at the global level, interact with universities, consider connections with scientists of the near East and far abroad on scientific and technical issues; effectively use and develop modern information technologies; in accordance with the "Labor Code", to consider issues of admission and dismissal, awarding and taking measures for employees, teaching staff; to monitor measures ensuring sanitary and hygienic conditions and fire safety; to organize work on personnel training at the University; to monitor the implementation of all regulations adopted at the University; to develop draft regulations developed at the university on all issues; to control measures for awarding scholarships and benefits to university students; To protect the interests of the university in front of other institutions, strengthen relations, sign contracts; monitor the implementation of international legal and regulatory acts, orders, contracts concluded between foreign partners of the university and the obligations of internal structural units of the university; plan measures to establish cooperation with universities and direct their implementation; monitor the conduct of activities of vice-rectors and heads of departments in accordance with the law and regulations; to report to the Ministry of Education and Science of the Republic of Kazakhstan on the management of the university; to monitor the timely and disciplined conduct of financial work and procurement to the university; to form a mechanism for using the university's capabilities for all the above tasks; to direct the educational, methodological, research and educational work of the university; to report annually on their work at meetings of the scientist the University Council, meetings with representatives of other teams and students.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Languages in the Republic of Kazakhstan", the Law "On Combating Corruption", Legislative and regulatory legal acts of the Republic of Kazakhstan regulating current activities of higher education institutions; The Law of the Republic of Kazakhstan On Science, state programs for the development of education in the Republic of Kazakhstan and other regulatory legal acts regulating educational, scientific, industrial, economic, financial and economic activities of the university, methodological materials in the field of training specialists in higher and postgraduate education, prospects for scientific development of the university industry, human resources of the university, scientific achievements and best practices of foreign educational institutions in the field of higher and postgraduate education, the procedure for regulating social and labor relations, rules and standards of labor protection.

Qualification requirements: higher education, scientific degree, scientific title, qualification, work experience in a managerial position for 5 years.

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Academic Secretary

Job responsibilities: keeping the minutes of the meeting of the Scientific Council of the University; preparation and signing of the protocol of the meeting of the Scientific Council of the University and preparation of an extract from the protocol; development of the draft agenda of the meeting of the Scientific Council of the University; ensuring participation in the meeting of members of the Scientific Council of the University, invited persons.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law "On Languages in the Republic of Kazakhstan", the Law of the Republic of Kazakhstan "On Combating Corruption", legislative and regulatory legal acts of the Republic of Kazakhstan regulating activities standard rules of activity of the Academic Council of the university and the procedure for its election", rules and norms of labor protection.

Qualification requirements: higher education, 5 years of work experience.

Vice-Rector for Academic Affairs and Strategic Development

Job responsibilities: Lead the educational and methodological council of the University, to conduct the work of the Council; to organize the course of educational and methodological and information support for faculties, departments and structural units; to prepare an annual report on the educational and methodological work of the university; to monitor the preparation of reports on the educational and methodological work of departments and faculties for the academic year; to control the organization of educational and methodological work; to monitor the availability of standard, working curricula at departments; To carry out control and methodological guidance over the introduction of new educational technologies into the educational process; to ensure the design and implementation of educational programs, stable functioning of all areas of study; to organize the work and effective interaction of all structural units assigned to it; to use and develop professional knowledge, exchange experience; to control the methodological support of work on-the board of comprehensive examination and diploma (project) works; to study the forms, methods and criteria for determining the quality of higher education.; Introduction of innovative technologies in the field of education, analysis of the data obtained, recommendations for improvement, organization of identification of deviations in the normal state of the process; preparation of an annual report on the educational and methodological work of the university;


Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law "On Languages in the Republic of Kazakhstan", the Law "On Combating Corruption", legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions institutions; rules and regulations of labor protection.

Qualification requirements: higher education, scientific degree, scientific title, qualification, work experience in a managerial position for 5 years.

Vice-Rector for Academic Affairs and Strategic Development

Job responsibilities: implementation of the annual work plan of the university's research works in due time; appointment of experts to determine the scientific and theoretical level of research works, analysis of the relevance of topics, practical significance; training of scientific and pedagogical personnel and provision of organized research works with highly qualified personnel;

control over the quality of the organization of master's degree classes and compliance with the approved work plan and control over their approval; control over the research work of university departments, structural divisions, department of Technical and Vocational Education and research work

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of university students; identification and implementation of directions for the development of science at the university related to improving the quality of scientific personnel training; organizing the participation of the university's teaching staff in the competition for grants from various funds in the field of education; Organize the university's research work on scientific cooperation with the National Academy of Sciences of the Republic of Kazakhstan, higher educational institutions, research institutes, monitor the implementation of research plans and the implementation of its results in the educational process; organize conferences International, national and regional levels; to control the quality of the published works of the university's teaching staff; to organize the preparation of reports and responses to requests from the Ministry, senior management and other organizations for research; To build international relations with foreign educational organizations on educational, scientific and methodological orientation.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On Combating Corruption", legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and labor protection standards.

Qualification requirements: higher education, scientific degree, scientific title, qualification, 5 years of managerial experience.

Vice-Rector for Economic Activity and Infrastructure Development

Job responsibilities: Sanitary and technical support of academic buildings, canteens and other university facilities, sanitary and technical rules, standards; monitor the serviceability of lighting and thermal equipment at the University; monitor and organize the correctness of capital and current repairs; recommend to the rector of the university to provide university academic buildings with necessary materials, furniture; monitor daily cleaning, landscaping University grounds; to organize measures for safety and environme


ntal protection and fire safety in the departments of the university; timely disinfect administrative, academic buildings, canteens and other university facilities from harmful insects; timely monitor garbage and waste removal; supervise the storage of equipment and other material assets; timely inform management of violations in relation to economic activities at the University;

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; fundamentals of labor legislation, rules and norms of labor protection, safety and fire protection regulations.

Qualification requirements: higher education, 5 years of work experience.

Vice-Rector for Social and Educational Work

Job responsibilities: Formulate, submit for approval concepts on the educational process, monitor their implementation; hear reports from deans of faculties, heads of departments, representatives of other public structures involved in educational work, advisors of university groups; organize quality control and implementation of plans for educational work of the faculty and department, action plans of advisors of groups, youth organizations and other public organizations structures engaged in educational work; to direct educational work at the University. ; Organization and control over the work of the university's audit and inquiry commission in various areas; control over the educational work of university departments; supervision of the discipline of University students; coordination of cultural and social work of the university; improvement of spiritual and moral education of students, formation

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of patriotic and international feelings; improvement of cultural, aesthetic and ethno-cultural education of students, decency and intellectual activity, careful and environmental education; Conducting cultural events, lecture courses, thematic conferences, linguistic circles, contests of articles and posters; organizing Olympiads, social circles, excursions, fun evenings with students.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan “On Education”, the development strategy “Kazakhstan-2050”, the Labor Code of the Republic of Kazakhstan, the Law “On the Fight against Corruption”, legislative and regulatory legal acts of the Republic of Kazakhstan regulating activities of higher educational institutions; rules and regulations of labor protection.

Qualification requirements: higher education, qualifications, work experience in a managerial position for 5 years.

Anti-corruption officer

Job responsibilities: Ensure the implementation of preventive measures and prevention of corruption offenses at the University and its employees, the effectiveness of the implementation of the system of anti-corruption measures, ensuring internal analysis of corruption risks, ensuring compliance with the basic principles of anti-corruption activities in accordance with the legislation.


When implementing and implementing the functions of the anti-corruption service, it is guided by the following principles: The sufficiency of the allocated powers and resources to perform the functions of the anti-corruption service, the interest of management in the effectiveness of the fight against corruption, information transparency of the anti-corruption service, independence of the anti-corruption service, continuity of anti-corruption activities, improvement of anti-corruption activities, continuous improvement of the competencies of specialists performing the functions of the anti-corruption service. Collects, processes, summarizes, analyzes and evaluates information related to the effectiveness of anti-corruption policy at the University, monitors identified corruption risks and measures taken to analyze and eliminate them, conducts explanatory work on anti-corruption activities and the formation of an anti-corruption culture, organizes anti-corruption training seminars for university staff, ensures control monitoring employees' compliance with anti-corruption policy, ethics and behavior issues, contributes to the formation of a culture of relationships in the team, in accordance with generally accepted moral and ethical standards, develops and monitors the implementation of the plan of internal measures on anti-corruption issues by its structural divisions, evaluates the effectiveness of the implementation of anti-corruption measures by structural divisions and employees of the University.

Must know: The Law of the Republic of Kazakhstan on Combating Corruption No. 410-B dated November 18, 2015. On the approval of the anti-corruption standard for ensuring transparency and transparency in organizations of higher and (or) postgraduate education. Order of the Minister of Education and Science of the Republic of Kazakhstan dated May 4, 2020 No. 174. The concept of the anti-corruption policy of the Republic of Kazakhstan for 2022-2026. Decree of the President of the Republic of Kazakhstan dated February 2, 2022 No. 802. The charter of the University. Academic policy of the University. Shymkent University Anti-Corruption Standard

Qualification requirements: higher education, 3 years of work experience.

Director of the Center for Postgraduate Education

Job responsibilities: Organize the basic and working curricula of all educational programs in the direction of the master's degree, to develop agreements; to monitor the implementation of curricula for all educational programs, to check the academic work of departments; to coordinate and monitor the conduct of academic certification; to monitor the execution of orders, orders, instructions and instructions of higher organizations, on the organization and conduct of the educational process; to car-

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ry out control and expertise of the organization and internship in all educational programs at the university and other bases; to organize the educational process; to develop a schedule of classes and monitor the conduct of classes in accordance with the approved schedule; to monitor the compliance of work curricula developed according to educational programs with the state mandatory standards of education of the Ministry of Education and Science of the Republic of Kazakhstan; to summarize and analyze all university data in the direction of the master's degree; analyze the course of the educational process and the results of the examination session; track orders for the formation of a contingent (exit, student recovery, etc.);

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels of education, rules for organizing the educational process on credit technology education, legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and norms of labor protection

Qualification requirements: higher education, work experience of at least 3 years.

Director of the Department of Science


Job responsibilities: Make recommendations on the organization and further improvement of the University's research work, to increase its effectiveness; to monitor the research work of University students; to control the quality of published works of the University's teaching staff (monographs, brochures, textbooks, articles); to study, disseminate and put into practice innovative teaching methods; to conduct scientific research seminars, conferences, round tables, meetings, organize scientific and social work of students; to use the scientific potential of the university to address issues of the development of pedagogical science; to prepare proposals to partners in areas of activity and to provide assistance and advice to representatives of the university in drawing up applications for participation in international projects and programs; to coordinate, together with interested structural units, assignments for sending university staff and students abroad; to participate in the preparation of agreements (programs) and other documents on the implementation of the objectives of the University in the field of international activity; preparation of documents for the commercialization of scientific research projects, preparation of proposals for foreign teams.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels of education, rules for organizing the educational process on credit technology of education, legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and norms of labor protection.

Qualification requirements: higher education, work experience of at least 3 years.

Director of the Department of International Relations

Job responsibilities: Participate in the preparation of agreements (programs) and other documents on the implementation of the university's tasks in the field of international activities; to prepare proposals to partners in areas of activity and to provide assistance and advice to university representatives in drawing up applications for participation in international projects and programs; to agree, together with interested structural units, instructions on advising employees and students of the university abroad; - preparation of documents for the commercialization of research project products, preparation of proposals for foreign teams

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Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels of education, rules for organizing the educational process on credit technology of education, legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and norms of labor protection.

Qualification requirements: higher education, work experience of at least 3 years.

Head of the Department of Academic Quality Assurance and Educational Program Development

Job responsibilities: organization of the course of educational, methodological and information support for faculties, departments and structural units; control over the updating of educational programs; control over the provision of methodological manuals for the educational program: Control and methodological guidance for the introduction of new educational technologies into the educational process; examination of educational programs: control over the correct implementation of programs; to study the form, methods and criteria for determining the quality of higher education; analysis of the data obtained, recommendations for improvement, organization of identification of deviations from the normal state of the process; prompt compliance with management requirements.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels of education, rules for organizing the educational process on credit technology of education, legislative and regulatory legal acts of the Republic of Kazakhstan, regulating the activities of higher educational institutions; rules and norms of labor protection.

Qualification requirements: higher education, work experience of at least 3 years.

Director of the Scientific Research Institute "Ecology and Biology"


Job responsibilities: Organization and conduct of scientific research of students; creation of conditions for the work of students engaged in science; supervision of scientific work of students of the specialties "Biology", "Chemistry", "Ecology", "Agronomy"; ensuring the safety of the conditions for the functioning of research equipment in laboratories; conclusion of scientific associations and business contracts with industrial and scientific scientific institutions; providing the necessary advice on innovative and production areas; organization of scientific round tables and conferences on major scientific issues; organization of work on publication of research results in the media in the areas of advertising, popularization and propaganda; participation in reviewing scientific projects of dissertations, legislation.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On combating Corruption", state mandatory standards of education at all levels of education, rules for the organization of educational the process of credit technology of education, legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and norms of labor protection

Qualification requirements: higher education, scientific title, scientific degree, work experience of 5 years.

Director of the Research Institute "Regional Economic Problems"

Job responsibilities: Ensures the development and implementation of the Institute's development strategy;

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Organization and conduct of scientific research;
Creating conditions for the work of the Institute's staff;
Supervision of scientific work in the specialty "Economics";
Conclusion of scientific associations and business agreements with industrial and scientific institutions;
Within the limits of its powers, it ensures the organization, maintenance and development of international cooperation of the Institute;
Ensures the interaction of the institute with departments, other educational organizations, scientific organizations and industrial enterprises;
Within the limits of the powers granted, it takes measures to recruit qualified personnel for the positions of the Institute, to conduct regular professional development of the Institute's employees;
Organizes work on the preparation of scientific papers, monographs, textbooks, textbooks, other educational and scientific literature;
Coordinates the organization and holding of scientific and practical, scientific and theoretical conferences, seminars, round tables and other events;
Reports on his work to the Academic Council of the University on the main issues of research, scientific and methodological activities of the Institute;
Providing the necessary advice on innovative and production areas;
Carries out work on strengthening and developing the material and technical base of the Institute;
Organization of scientific round tables and conferences on major scientific issues;
Organization of the publication based on the results of the research in the mass media;
Participation in reviewing scientific projects, dissertations, legislation.

Must know: The Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan: "On Education", "On Science", "On combating corruption", "On languages in the Republic of Kazakhstan" and other normative legal acts regulating the functioning and development of the system of science and higher and postgraduate education; fundamentals of economics, labor legislation; rules and norms of labor protection, safety and fire protection.

Qualification requirements: higher (or postgraduate) education, academic degree, work experience in senior positions in educational organizations or specialty for at least 5 years, certificate (certificate) of completion of advanced training courses in management in education.

Director of the Scientific Research Institute of Pedagogy and Psychology

Job responsibilities: Ensure the quality of research activities and processes in accordance with the requirements of the Quality Management System documents, organize systematic verification and updating of regulatory documents, as well as manage records and documents on the quality of processes and scientific activities of the Research Institute, organize the implementation of regulatory documents for personnel management and processes in the structure, organize the review and accounting of applications, related to the work of the structure, to carry out corrective and preventive actions to eliminate and prevent inconsistencies, the admission and training of qualified workers required at the Research Institute, the approval of the plan of the Research Institute, individual work plans, organize scientific research in accordance with the approved plan, organize a discussion of completed research and implementation of the results of these works, to ensure the preparation of proposals for the publication of completed scientific papers, to provide a conclusion on the instructions of the rector's office for textbooks, manuals and methodological literature, to provide assistance to novice teachers in mastering pedagogical skills, to direct the training of scientific and pedagogical personnel, to carry out activities to improve the skills of researchers at the Research Institute. To develop research directions and strategies for the development of a

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Research institute, to create conditions for the work of students engaged in science, to supervise the scientific work of students of pedagogical educational programs, to conclude scientific and business contracts with industrial and scientific institutions, to provide the necessary advice on innovative and pedagogical areas, to organize scientific tables and conferences on basic scientific issues, to organize work on media coverage in advertising, propaganda directions based on the results of the research, participate in the review of dissertations, legislation of scientific projects.

Must know: - The main provisions of the statutes of the SHU; -The Laws of the Republic of Kazakhstan "On Education", "On Science", "On combating corruption", "On language in the Republic of Kazakhstan";- Documents and rules of the SHU Quality Management System;- The Regulations on the Research Institute, the requirements of the state compulsory education standards;- rules and regulations of labor protection, safety, fire safety; Constitution of the Republic of Kazakhstan;

Qualification requirements: higher education, work experience of at least 3 years.

Dean of the Faculty

Job responsibilities: Develops a work plan for the faculty, develops external relations with employers and educational authorities. Manages educational, educational, scientific work at the faculty. Manages work related to the development and practical application of professional educational programs, curricula, and discipline curricula. Organizes work on scientific, methodological and educational support for the educational process. Creates a quality system for training specialists within the faculty. Provides administrative leadership to heads of departments, staff, and students of the faculty. Approves working curricula and syllabuses in disciplines; individual educational plans for students. Organizes and conducts career guidance work and recruitment to the faculty. Supervises the professional training of students. Organizes the preparation of schedules for training sessions, exams, tests and monitors their implementation. Controls and regulates the organization of the educational process, educational practice and professional practices. Organizes control over the implementation of independent work of students, including independent work of students under the guidance of a teacher, individual study plans of students. Prepares proposals for transferring students from course to course. Allows admission to examination sessions. Allows early passing of exams and retakes. Allows students to take state exams and defend their thesis (project). He is a member of the state certification commission of the faculty, which conducts the final certification of graduates, as well as the admissions committee of the faculty. Recommends students for enrollment, expulsion, and re-enrollment. Manages the employment of graduates of the faculty. Implements new teaching technologies and monitors students' knowledge. Ensures the introduction into the educational process of differentiated and individual forms of training, based on different duration and active training programs. Together with the heads of departments, it selects teaching staff, specialists in scientific and auxiliary teaching. Organizes and conducts interdepartmental educational and methodological gatherings, seminars, scientific and scientific-methodological meetings and conferences. Organizes, controls and participates in the international educational and scientific work of the university. Manages the work of the faculty council. Manages the preparations for the faculty council meeting and presides over it. Provides general management of the preparation of textbooks, teaching aids, teaching aids for the disciplines of the departments that are part of the faculty. Organizes the work of departments in the scientific and methodological direction in contact with structural divisions, educational institutions, enterprises, organizations of other faculties. Introduces and organizes innovative teaching technologies in education using technical teaching aids. Monitors compliance by students of the faculty and teachers of the departments with labor protection and safety regulations, industrial sanitation, and fire safety. Complies with occupational health and safety standards and fire safety standards.

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Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the development strategy "Kazakhstan-2050", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", the Law of the Republic of Kazakhstan "On Science", the laws "On languages in the Republic of Kazakhstan", "On universal military duty and military service", other normative legal acts on the development and regulation of the activities of the higher education system; curriculum; rules for documentation of educational work; pedagogy, physiology, psychology and methods of vocational education; modern forms and methods of teaching and educating students, fundamentals of economics, labor legislation; rules and norms of labor protection, safety and fire protection.

Qualification requirements: higher education, scientific degree, scientific title and work experience in a managerial position for 5 years.

Head of the Department

Job responsibilities: Develops programs for the development of the department in the areas of training specialists and specialties, strengthens and develops external relations with employers, educational authorities. He studies the market of educational activities and the areas of training of specialists of the department. Creates a quality system for training specialists within the cathedral. In order to ensure the high quality of the educational process, pedagogical methods and teaching tools can be defined. Organizes all training sessions for all types of training. Holds meetings of the department to discuss planned and current educational, scientific, and methodological issues of employees. Approves educational programs in the disciplines of the department. Prepares conclusions on educational programs at other departments of the faculty, university. Approves the work plan of the department and individual work plans of the teachers of the department. Distributes the teaching load and job responsibilities among the staff of the department, monitors their timely and high-quality performance. Selects modern technical training tools during training sessions and creates the possibility of their use. Conducts all types of classes, manages projects of theses, dissertations of undergraduates for research work. Organizes and directs professional practice, graduate theses of students. Provides examinations, tests, and intermediate tests for students in individual subjects. Analyzes their results and reports at the meetings of the department. Organizes research work at the department. Supervises the research work of students. Discusses the possibilities of introducing completed research papers and their scientific results into science. Ensures the publication of the achieved scientific results in the press. Provides preparation of conclusions for textbooks, teaching aids, and methodological manuals. Organizes and participates directly in the preparation of textbooks, teaching aids, teaching aids. Monitors the quality and implementation of individual work plans of teachers and other staff of the department. Participates in the pedagogical and research work of the department. Studies, summarizes and distributes the experience of teachers of the department. Provides educational and methodological assistance to novice teachers. Supervises the training of scientific teaching staff. Plans to improve the skills of teachers of the department. Communicates with educational organizations and other organizations in order to provide scientific and methodological assistance. Participates in and ensures the international activities of the department, faculty, and higher educational institution. Provides preparation and storage of all documents and reports of the department. Reports on the results of the department's work. Monitors compliance by students of the faculty and teachers of the department with labor protection and safety regulations, industrial sanitation, and fire safety. Complies with occupational health and safety standards and fire safety standards.

Must know: The Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan "On Education", "On Science", "On combating corruption", "On languages in the Republic of Ka-

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zakhstan", "On universal military duty and military service" and other normative legal acts regulating the activities and development of the education system; the procedure for training curricula and programs in specialties and disciplines of specialization; rules for documentation of educational work; fundamentals of professional educational pedagogy, physiology, psychology and methods of professional education; modern forms and methods of teaching and educating students; fundamentals of economics, labor legislation; rules and norms of labor protection, safety and fire protection.

Qualification requirements: higher education and/or postgraduate education, academic degree and/or academic title, work experience in a managerial position or specialty for 5 years.

Professor


Job responsibilities: Plans, organizes and supervises educational and methodical work in supervised disciplines. Participates in scientific and methodological work on vocational education. Conducts all types of classes, manages projects of theses, research work and dissertations of undergraduates. He directs and participates in scientific and research work in the areas of scientific work of the department. Supervises the preparation and preparation of work curricula for supervised disciplines. As part of the methodological commission, he participates in the scientific and methodological work of the department, faculty, scientific and methodological council, higher educational institution in the specialty. Controls the methodological support of supervised disciplines. Organizes the preparation of textbooks, teaching aids, teaching aids, lecture notes, and other methodological materials on supervised disciplines and takes a direct part in preparing them for publication. Provides recommendations on improving the educational and methodical work of the department. Participates in seminars, meetings, conferences, including international ones, organized within the framework of research topics at the department. Organizes and directs the research work of students carried out in student scientific societies at the department. Participates in the professional development of teachers of the department, provides them with methodological assistance for mastering pedagogical skills and professional skills. He directs the training of scientific teaching staff at the department. Organizes and plans independent work of students in supervised disciplines. He directs the career guidance work of schoolchildren in the specialties of the department. Participates in the promotion of scientific, technical, socio-humanitarian, economic, and legal knowledge. Monitors compliance by students of the faculty and teachers of the departments with the rules of occupational safety and health, industrial sanitation, and fire safety. Prepares and submits a report on the implementation of the individual plan. Complies with the standards of occupational safety and health, fire safety.

Must know: The Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan "On Education", "On Science", "On combating corruption", "On languages in the Republic of Kazakhstan" and other normative legal acts in the field of education; theory and methodology of management of the education system; the procedure for preparing curricula; rules of documentation educational work; pedagogy, physiology, psychology of vocational education and methods of vocational education.; modern forms and methods of teaching and educating students, fundamentals of economics, labor legislation; rules and regulations of labor protection, safety and fire protection.

Qualification requirements: higher education and/or postgraduate education, academic degree and/or academic title of professor, experience in scientific and pedagogical activity for at least 5 years, including at least one year as an associate professor.

Associate Professor (Associate Professor)

Job responsibilities: Carries out planning, organization and control of educational and methodical work in supervised disciplines. Participates in scientific and methodological work on higher education issues.

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Conducts all types of training sessions, manages diploma projects and research work of undergraduates. Organizes, participates in and directs scientific and research work on the profile of the department.

Monitors the quality of all types of training sessions conducted by teachers of the department in the supervised discipline.

Develops work programs for supervised courses. Participates in the scientific and methodological work of the department (Schools) as part of the methodological commission on the specialty.

Participates in seminars, meetings and conferences organized within the framework of the department's research areas, including international ones, with a referral from the department.

Supervises, completes and develops methodological support for supervised disciplines.

Organizes, participates in and directs research work at the department, including student scientific work and the work of the student scientific society and masters.

Participates in professional development and provides methodological assistance to novice teachers in mastering teaching skills and professional qualities.

Organizes and plans the independent work of students, masters. Organizes and engages in professional orientation with students in the specialization of the department. Participates in the promotion of scientific, technical, socio-humanitarian, economic and legal knowledge. Participates in the development of the material and technical base of the department. Participates in and develops textbooks and teaching aids and descriptions of laboratory work and practical exercises. Participates in the educational work of students.

Supervises the work on the training of scientific and pedagogical personnel. Prepares and submits a report on the implementation of the individual plan.


Monitors the implementation of the rules of occupational safety and health, industrial sanitation and fire safety by students and employees of the Department. Complies with the rules and regulations of labor protection, safety and fire protection.

Must know: The Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan: "On Education", "On Science", "On combating corruption", "On languages in the Republic of Kazakhstan", "On universal military duty and military service" and other normative legal acts regulating the issues of functioning and development systems of higher and postgraduate education; MS ISO 9001:2009 series; theory and methods of management of educational systems; the procedure for drawing up curricula, working curricula and educational programs; rules for maintaining documentation on educational and methodical work; pedagogy, physiology, psychology; methods of vocational training; modern pedagogical and information technologies, forms and methods of teaching and upbringing of students, undergraduates and doctoral students, the main scientific problems in the relevant specialty; current regulatory documents on retraining and advanced training of personnel; state mandatory standards of higher and postgraduate education; fundamental foundations of economics, legislation about work; rules and norms of occupational safety, safety and fire protection, Development strategy, Mission, Policy and Goals of the University in the field of higher and postgraduate education, internal regulatory documents, documents of the quality management system.

Qualification requirements: higher education and/or postgraduate education, academic degree, academic title, academic degree of PhD (Doctor of Philosophy), work experience of at least 5 years of scientific and pedagogical activity.

Assistant professor

Job responsibilities: Plans, organizes and supervises educational and methodical work in supervised disciplines. Participates in scientific and methodological work on higher education issues. Conducts all types of classes, oversees projects of term papers, theses, research work of undergraduates.

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He directs and participates in scientific and research work in the areas of scientific work of the department. Monitors the quality of the teaching staff of the department of classes in supervised disciplines. Prepares work programs in supervised disciplines. Participates in the work of the scientific and methodological council of the department (faculty) in the specialty as part of the methodological commission. Participates in seminars, meetings, conferences organized within the framework of research topics at the department, including international ones, subject to referral from the department. He directs and participates in the scientific and methodological work of the department, organizes and directs the scientific work of students and undergraduates carried out in student scientific societies. Participates in the professional development of teachers of the department, provides methodological assistance to newly hired teachers to master pedagogical skills and professional skills. Organizes and plans the independent work of students and undergraduates. Organizes and personally participates in the career guidance work of schoolchildren in the specialties of the department. Participates in the promotion of scientific, technical, socio-humanitarian, economic, and legal knowledge. Participates in the development of the material and technical base of the department. Participates in the educational work of students. Participates in the training of scientific and pedagogical staff at the department. Prepares and submits a report on the implementation of the individual plan. Monitors compliance by students and teachers of the department with the rules of occupational safety and health, industrial sanitation, and fire safety. Complies with the standards of occupational safety and health, fire safety.


Must know: The Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan "On Education", "On Science", "On combating corruption", "On languages in the Republic of Kazakhstan" and other normative legal acts in the field of education; theory and methodology of management of the education system; the procedure for preparing curricula; rules for documentation of educational work; pedagogy, physiology, psychology of vocational education and methods of vocational education; modern forms and methods of teaching and educating students.; fundamentals of economics, labor legislation; rules and regulations of labor protection, safety and fire protection.

Qualification requirements: higher education and/or postgraduate education, academic degree of doctor and/or candidate of sciences or academic title, experience of scientific and pedagogical activity for at least 5 years, at least one year of work as a senior lecturer

Senior Lecturer

Job responsibilities: Organizes and conducts educational and methodical work in supervised disciplines. Participates in one of the areas of research work at the department. Carries out all types of work. Monitors the quality of the classes conducted by teachers. Compiles work programs in the disciplines studied. Summarizes and develops works for methodological support in the studied disciplines and individual academic activities, academic work. Participates in the research work of students. Supervises the independent work of students in the studied disciplines or individual academic disciplines. Provides methodological assistance to teachers for mastering pedagogical skills and professional skills. Participates in the career guidance work of schoolchildren in the specialties of the department. Participates in the promotion of scientific, technical, socio-humanitarian, economic, and legal knowledge. Monitors compliance by students and teachers of the department with the rules of occupational safety and health, industrial sanitation, fire safety during classes, laboratory work, practical classes. Participates in the educational work of students. Participates in the preparation of textbooks, teaching aids, teaching aids, instructions, work programs and other types of educational and methodical work at the department. Prepares and submits a report on the implementation of the individual plan. Complies with the standards of occupational safety and health, fire safety.

Must know: The Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan "On Education", "On Science", "On combating corruption", "On languages in the Republic of Ka-

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zakhstan" and other normative legal acts regulating the activities and development of the education system; educational and scientific disciplines in their specialty; theory and methodology of system management education; the procedure for preparing curricula; rules for maintaining documentation of educational work; pedagogy, physiology, psychology of vocational education and methods of professional education; modern forms and methods of teaching and educating students; fundamentals of economics, labor legislation; rules and norms of labor protection, safety and fire protection.

Qualification requirements: higher education and/or postgraduate education, an academic degree of "candidate of sciences" or an academic degree of "Doctor of Philosophy PhD" and an academic master's degree, experience in scientific and pedagogical activity of at least 3 years, including at least one year of teaching and/or practical work experience in the specialty of at least 2 years old.

Teacher


Job responsibilities: Organizes and conducts educational and methodical work in supervised disciplines. Participates in one of the areas of research work at the department. Under the guidance of a professor, associate professor, senior lecturer, prepares and participates in the development of methodological guidelines for academic classes and other types of training. Participates in the educational work of students. participates in the organization and directs the research work of students, Participates in career guidance work with students of the school. He takes an active part in the preparation and implementation of measures related to the strengthening, development, provision, improvement of the educational process, the means of educational structural units, the material and technical base of laboratories. Monitors compliance by students and teachers of the department with the rules of occupational safety and health, industrial sanitation, fire safety during classes, laboratory work, practical classes. Organizes and plans methodological and technical support of training sessions under the guidance of a professor, associate professor, senior lecturer (curator of the discipline). Forms students' skills of working with textbooks, special, scientific literature, textbooks, teaches them to independently conduct experiments, summarize the results obtained. Participates in seminars, meetings, conferences organized within the framework of research topics at the department, including international conferences when they are sent from the department. Prepares and submits a report on the implementation of the individual plan. Complies with occupational health and safety standards, fire safety.

Must know: The Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan "On Education", "On Science", "On combating Corruption", "On languages in the Republic of Kazakhstan" and other normative legal acts regulating the activities and development of the education system; theory and methodology of management of the education system; the procedure for preparing curricula; rules documentation of educational work; pedagogy, physiology, psychology of vocational education and methods of vocational education; modern forms and methods of teaching and educating students.; fundamentals of economics, labor legislation; rules and regulations of labor protection, safety and fire protection.

Qualification requirements: higher professional education, and/or the presence of an academic master's degree, and/or a specialist qualification.

Head of Human Resources Department

Job responsibilities: Ensuring compliance with the rule of law in the activities of the university; development of the procedure for concluding and formalizing collective agreements, contracts; organization and conduct of claim work; formation of scientific and pedagogical staff of the university, educational and support staff, the apparatus of economic activity and administrative management; collection and compilation of information on the quantitative and qualitative composition of personnel, their development and movement; participation in the development of the university's personnel policy and position; execution of documents of higher authorities, university management; compilation, mainte-

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nance and storage of personal files of university staff; admission, relocation and registration in accordance with the established procedure of all categories of University staff; organization of professional development of University specialists, accounting and storage of documents defining professional development of teachers and staff; carrying out measures to strengthen labor and industrial discipline and compliance with labor legislation; establishment and improvement of unified office management.;

Must know: The Constitution of the Republic of Kazakhstan, the Civil Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the development strategy "Kazakhstan-2050", the Labor Code of the Republic of Kazakhstan, the Law "On Combating Corruption", legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and regulations of labor protection. comply with safety and fire safety standards.

Qualification requirements: higher education, 5 years of experience in a managerial position.

Chief accountant


Job responsibilities: Meet the qualification requirements; control over the timely inventory of funds, inventory items, fixed assets, accounts and liabilities; control over the correct expenditure of the payroll; control over the validity and legality of work on writing off missing items, written-off damage, receivables and other funds from the balance sheet; approval of documents related to the movement and the dismissal of financially responsible persons at the University; sign statistical reports, balance sheets and accounting reports on significant performance indicators; submit financial reports to higher-level organizations; organize work on training and advanced training of existing specialists; submit proposals to the management to improve the financial and economic activities of the university; make proposals to improve and improve the material base; manage the preparation of annual financial reports university; Control over the timely execution of decisions, orders and other documents of the university's management related to accounting activities; preparation and submission of reports on forms approved by higher-level organizations; closing balance sheet accounts, drawing up balance sheets and maintaining turnover sheets; checking compliance with requirements for admission, accounting (accounting), storage and expenditure of funds, inventory material and other valuables; ensuring the confidentiality of official information.;

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and norms of labor protection, the Law of the Republic of Kazakhstan "On Accounting"; accounting standards of the Republic of Kazakhstan; Tax Code of the Republic of Kazakhstan; Resolutions, instructions and orders of the Ministry of Education and Science of the Republic of Kazakhstan, regulatory legal acts and other materials of financial and audit bodies;

Qualification requirements: higher education, 5 years of experience in a managerial position.

Head of the Academic Affairs Department

Job responsibilities: Organize working curricula of all educational programs for all types of training, to develop agreements; to monitor the implementation of curricula for all educational programs, to check the academic work of departments; to coordinate and monitor the work of the final attestation commission; to control the accounting of the number and movement of the teaching staff of the university; to monitor the implementation of orders, orders, instructions from higher organizations, according to issues related to the organization and conduct of the educational process; Calculation of the academic load, drafting of the staff schedule of teaching staff by departments and university; control over the implementation of individual teaching staff plans (for half a year and an academic year); control and

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examination of the organization and internship in all educational programs at the university and other bases; organization of work on the organization of the educational process; preparation of the schedule of classes and supervision of classes according to the approved schedule; Monitoring the compliance of work curricula developed according to educational programs with the state mandatory standards of education of the Ministry of Education and Science of the Republic of Kazakhstan; collection and analysis of all university data on academic work; analysis of the course of the educational process and the results of the examination session; tracking orders for the formation of a contingent (exit, student recovery, etc.); Preparation and presentation to the university management of statistical information and information; analysis of social, educational, educational, future profession among students, etc. conduct surveys, give results, analyze; prepare information on the employment of graduates; analyze the information received, identify deviations in the normal state of the process, suggestions for improvement; organize work curricula of all educational programs for all types of training, develop agreements; monitor the implementation of curricula for all educational programs, check the academic work of departments; coordinate and to control the work of the final attestation commission; Accounting for the number and movement of the teaching staff of the university; control over the implementation of orders, orders, instructions from higher-level organizations on the organization and conduct of the educational process; calculation of the academic load, drafting of the staff schedule of teaching staff by departments and university; control over the implementation of individual teaching staff plans (for half a year and academic year); control and examination of the organization and internship in all educational programs at the University and the organization of the educational process; develop a schedule of classes and monitor the conduct of classes in accordance with the approved schedule; monitor the compliance of work curricula developed according to educational programs to the state mandatory standards of education of the Ministry of Education and Science of the Republic of Kazakhstan; summarize and analyze all university data on academic work; analyze the course of the educational process and the results of the examination session; track orders for the formation of a contingent (exit, student recovery, etc.); Preparation and presentation of statistical information and information to the university management; conducting a survey, analyzing the results related to social, educational, educational, future profession among students, etc.; Preparing information about the employment of graduates; analyzing the data obtained, recommendations for improvement, identifying deviations in the normal state of the process;

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels of education, rules for organizing the educational process on credit technology of education, legislative and regulatory legal acts of the Republic Kazakhstan, regulating the activities of higher educational institutions; rules and norms of labor protection.

Qualification requirements: higher education, scientific degree, scientific title and work experience in a managerial position for 5 years.

Head of the Center for Professional Practice and Career

Job responsibilities: Organization and provision of educational and industrial practice for university students; conclusion of contracts with basic institutions, organizations according to the curriculum; preparation of the annual plan of the department; drafting contracts between the university and the "institution"; preparation, addition of methodological guidelines for practice in educational programs; control over the organization of practical work of students; approval of the practice schedule and control over their implementation; control over the management of teaching staff of departments; Quality control of all types of practice; analysis and reporting on all types of practice; control over the organi-

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zation of safe and favorable conditions for students to practice; submission of the annual report of the department to the Scientific Council;

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels of education, rules for organizing the educational process on credit technology of education, legislative and regulatory legal acts of the Republic of Kazakhstan, regulating the activities of higher educational institutions; rules and norms of labor protection.

Qualification requirements: higher education, work experience of at least 3 years.

Head of the Digital Technology Department


Job responsibilities: Technical support of the automated information system "PortalShu", "Platonus"; responsible for all computers, printers, interactive whiteboards and other equipment throughout the university; carrying out technical work for the smooth operation of servers; ensuring the smooth operation of communication systems (Internet gateways, network switches, wireless access points, hubs and modems conducting technical work; registration of users, assignment of identifiers and pairs in the access control system; installing and configuring antivirus protection software, updating antivirus databases; copying and reserving databases; analyzing new types of viruses and implementing an antivirus update strategy to ensure protection installation and configuration of workstations, printers and peripheral equipment; installation and configuration of server stations, hosting corporate mail and website databases; installation and configuration of software, operating systems and drivers; providing technical and information support to employees, teachers and students on software and hardware; providing technical support during test-type examination sessions; ensuring cross-browser, cross-platform properties and responsiveness of web resource elements, developing a web resource database; compliance with security rules; compliance with work ethics; performing tasks related to production the need to ensure the necessary level of information security; provision of information and technical support for software and computer equipment; technical support for corporate mail and websites; making proposals for the organization of the introduction and improvement of automated systems, consideration of the introduction of new technologies, development of resource support.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and norms of labor protection, safety and fire safety standards.

Qualification requirements: higher education, work experience of at least 3 years.

Senior Office Registrar

Job responsibilities: Organization of the student's academic disciplines in accordance with the academic calendar, curriculum; tracking the student's academic achievements with a schedule of events; preparation of a transcript for the academic mobility program; ensuring registration of students in accordance with the Academic Calendar for a certain period of time for the academic year as a whole, re-registration and registration for the summer semester; collecting information and preparing information on registration; preparation and preparation of certification and examination sheets; suspension; To advise students and teachers on registration and re-registration of disciplines; to regulate applications for re-registration, re-registration of students; to register students for retraining of disciplines in the current and summer semesters; to form intermediate control registers; to form examination registers; to control the correctness of the introduction of grades, to save the results of intermediate and fi-

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nal control; to correct and issue a transcript; to prepare information to the application (transcript), to check disciplines, credits for GPA; verify safety and fire safety standards.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels of education, rules for organizing the educational process on credit technology of education, legislative and regulatory legal acts of the Republic Kazakhstan, regulating the activities of higher educational institutions; rules and standards of labor protection

Qualification requirements: higher education and 3 years of work experience.

Head of the Student Department

Job responsibilities: Registration, preparation of students' documents at the proper level; control over the compliance of personal documents of University students; accounting, storage, maintenance, use of department documents; collection and analysis of all university information about students; ensuring the safety of students' documents, preparation of necessary information and certificates; registration of strict reporting forms (academic certificates, diplomas); acceptance of personal cases of students enrolled in the university from the admissions committee; Registration of documents in the archive; ensuring the safety of documents in the archive, compliance with safety and fire safety standards;


Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", the Decree of the state mandatory standards of education at all levels of Education, the rules for organizing the educational process on credit technology of Education, legislative and regulatory legal acts regulating the activities of higher educational institutions of the Republic of Kazakhstan; rules and norms of labor protection.

Qualification requirements: higher education, work experience of at least 3 years.

Head of the Student Service Center

Job responsibilities: Acceptance of an application and issuance of a transcript; acceptance of an application and issuance of a certificate from the place of study (pension from the State Pension Payment Center, at the place of the requirement to the military enlistment office) for the expulsion of students; acceptance of an application to determine the academic difference in curricula; acceptance of an application for the issuance of a duplicate student ID; acceptance of an application and issuance of an archival certificate; acceptance of an application for changing the personal data of students, notification and warning of the withdrawal of the order; For the provision of educational services during translation and restoration; acceptance of an application and issuance of a certificate to persons who have received higher and postgraduate education, indicating the scope and types of professional activity in the specialty; acceptance of an application and issuance of a document from a personal file; acceptance of an application for extending the time of the examination session; acceptance of an application for early completion of the examination session for students to leave academic leave; acceptance of an application for a refund of the remaining money for training; acceptance of an application for a certificate

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", the Decree of the state mandatory standards of education at all levels of Education, the rules for organizing the educational process on credit technology of education, legislative and regulatory legal acts regulating the activi-

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ties of higher educational institutions of the Republic of Kazakhstan; rules and norms of labor protection, safety, fire safety and norms;

Qualification requirements: higher education and 3 years of work experience.

Head of the Archive

Job responsibilities: Completing the University's structural divisions of documentation, accounting and ensuring the safety of documents accepted into the archive of documents; funding documents accepted into the Archive; documents stored in the Archive of scientific reference list creation; conducting an examination of the value of Documents; University in office management, providing methodological assistance; in accordance with the Established procedure, admission, registration, systematization, storage and usage; to ensure the examination of the value of Archival documents, the formation of documents for permanent and temporary storage, ensuring and carrying out work on instructions, rules, participation in the development.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules for the organization of office work and archival affairs; rules and regulations occupational safety and health.

Qualification requirements: higher education, must have 3 years of work experience.

Chairman of the Youth Affairs Committee

Job responsibilities: Conducting an active State youth policy among students; organizing public and cultural events, group work, various debates, meetings; - conducting socio-political events, organizing, guiding, organizing meetings; providing spiritual support to active, the best, socially disadvantaged students; forming patriotic feelings among young people; protecting the social rights of young people; promoting the ideas of friendship, brotherhood, unity of peoples among students; establishing close contacts with mentors of the group;


Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On Combating Corruption", legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; state youth policy; the program of spiritual modernization; rules and regulations of labor protection

Qualification requirements: higher education, no work experience required.

Head of the Department of Strategic Development and Internal Quality Assurance

Job responsibilities: Declare to the university staff the University's quality policy; to provide methodological guidance for the development, implementation and maintenance of the University's Quality Management System; to develop, implement and monitor Quality Management System documents in all departments of the university in a timely manner; to organize and conduct an internal audit of the Quality Management System, to monitor the activities of internal auditors of the Quality Management System in University; to monitor the activities of the Quality Management System at the University; to organize and provide methodological support to passing events in the accreditation of institutional and educational programs; To control the quality of paperwork in the structural divisions of the university; to organize the preparation of external audit documents; to improve theoretical and practical knowledge in the field of Quality Management System.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of

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Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels, rules for organizing the educational process on credit technology training, legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; Quality Management System, accreditation standards, rules and norms of labor protection

Qualification requirements: higher education, 5 years of work experience.

Head of the library

Job responsibilities: Provision of information services to the university faculty, students, masters and postgraduates, staff in accordance with their needs; promotion and preservation of scientific and cultural heritage accumulated in the library fund; provision of knowledge and professional needs of users with necessary literature; education of students' information culture, introduction of library skills based on modern technologies; annual work on the annual report and library plan approved by the Rector of the University; To organize the mutual use of library funds with the help of an interlibrary subscription, the Internet, the Republican Automated Library system; to develop an electronic catalog, bibliographic card files, indexes, lists, to carry out reference and information work; to introduce new printed works through exhibitions, conferences, presentation procedures and other forms of mass work; to copy outdated, unusable books from the book fund; - Write off books lost by readers, keep records of books accepted in return; complete and replenish the book fund with textbooks necessary for the educational process at the request of each of the departments.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels of education, rules for organizing the educational process on credit technology of education, legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and norms of labor protection.

Qualification requirements: higher education, 5 years of work experience

Head of the Department of Economic Affairs and Infrastructure Development


Job responsibilities: Sanitary and technical support of administrative, academic buildings, canteens and other university facilities, sanitary and technical rules, standards; monitor the serviceability of lighting and thermal equipment at the University; monitor and organize the correctness of capital and current repairs; recommend to the rector of the university to provide administrative, academic buildings of the university with necessary materials, furniture; monitor daily cleaning, landscaping University grounds; To organize measures for safety and environmental protection and fire safety in university departments; timely disinfect administrative, academic buildings, canteens and other university facilities from harmful insects; timely monitor garbage and waste removal; supervise the storage of equipment and other material assets; comply with safety regulations, fire safety rules.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, labor protection rules and regulations, safety rules, fire safety rules.

Qualification requirements: higher education, 3 years of work experience.

Head of the Security Department

Job responsibilities: Controls the passage of unauthorized persons who are not employees of the University to the territory. Provides protection of buildings, structures, and property. Monitors the observance of public order at the established site. A representative of the administration or a replacement guard (guard) checks the integrity of the protected object (the presence of locks and locking devices;

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seals, the functioning of a fire-fighting device; alarm systems, telephones, lighting). At least three times per shift, an internal and (or) external inspection (inspection) is carried out at the protected facility. In case of defects that do not allow the object to be secured (faulty doors, windows, locks, lack of seals and seals, etc.), inform the head of the Security Service, a representative of the administration and the duty officer of the police department and protect the traces of the crime until the arrival of police representatives. In the event of a fire at the facility, it issues an alarm, informs the fire brigade and the police department on duty, and takes measures to extinguish the fire. Performs the reception and delivery of shifts according to the corresponding entry in the log. When determining the perpetrators of offenses, the guard must himself prevent these actions or call the police squad. In case of emergency situations, inform the immediate management.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, rules and regulations of labor protection, safety regulations.

Qualification requirements: higher education, work experience of at least 3 years.

Deputy Dean


Job responsibilities: Organizes work on the development and improvement of educational, methodological and other documentation at the faculty. Supervises the current educational, scientific, industrial work and practice of students. Monitors the preparation of schedules for training sessions and tests, exams. Monitors student attendance and academic performance. Organizes and controls the use of innovative learning technologies and technical training tools. Supervises the implementation of the educational and methodological load by the faculty's teaching staff, conducting lectures, laboratory and practical classes, seminars and other types of training sessions, industrial and educational practices. Organizes the planning of upcoming research projects, directs the conduct of research in the main scientific areas conducted at the faculty. Organizes scientific and methodological meetings, seminars and conferences. He directs the research work of students conducted at departments, in scientific circles and scientific societies. Organizes and supervises the work of group mentors. Ensures compliance with the requirements of laws and regulations on occupational safety and health and creates safe working conditions.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the development strategy "Kazakhstan-2050", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", the Law of the Republic of Kazakhstan "On Science", the laws "On languages in the Republic of Kazakhstan", "On universal military duty and military service", other normative legal acts on the development and regulation of the activities of the higher education system; curriculum; rules for documentation of educational work; pedagogy, physiology, psychology and methods of vocational education; modern forms and methods of teaching and educating students, fundamentals of economics, labor legislation; rules and norms of labor protection, safety and fire protection.

Qualification requirements: higher education, work experience of at least 3 years.

Methodologist of the faculty

Job responsibilities: Organizes work on the development and improvement of educational, methodological and other documentation at the faculty. Monitors student attendance and academic performance. Organizes and controls the use of innovative learning technologies and technical training tools. He directs the research work of students conducted at departments, in scientific circles and scientific societies. Organizes and supervises the work of group mentors. Ensures compliance with the requirements of laws and regulations on occupational safety and health and creates safe working conditions.

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Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the development strategy "Kazakhstan-2050", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", the Law of the Republic of Kazakhstan "On Science", the laws "On languages in the Republic of Kazakhstan", "On universal military duty and military service", other normative legal acts on the development and regulation of the activities of the higher education system; curriculum; rules for documentation of educational work; pedagogy, physiology, psychology and methods of vocational education; modern forms and methods of teaching and educating students, fundamentals of economics, labor legislation; rules and norms of labor protection, safety and fire protection.

Qualification requirements: higher education, work experience is not required.

Senior Specialist, specialist of the Personnel Management Department

Job responsibilities: Ensure compliance with the rule of law in the activities of the university; to draw up the procedure for concluding and formalizing collective agreements, contracts; to collect and compile information on the quantitative and qualitative composition of personnel, their development and movement; to carry out documents of higher authorities, university management; Admission, relocation and dismissal of all categories of university employees in accordance with the established procedure; organization of advanced training of University specialists, accounting and storage of documents determining the improvement of the qualifications of teachers and staff; creation and maintenance of personal files of employees, making appropriate changes to their work activities; Make employee records of encouragement and awards in the work book; prepare documents for storage in the archive after the expiration of the current storage period;


Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and norms of labor protection, safety standards

Qualification requirements: higher education, work experience of at least 3 years.

Lawyer

Job responsibilities: In accordance with the established procedure, protect the interests of the university in court and other bodies when considering legal issues; verify compliance with the requirements of current legislation of draft orders, instructions, contracts and other legal documents submitted for signature to the rector of the university; organize and conduct claim work; participate in the preparation of business contracts; analyze and summarize the experience of preparation and execution contracts, agreements, as well as the results of the consideration of complaints, to give management suggestions for the elimination of identified; To participate in the preparation and implementation of measures to strengthen labor discipline; to investigate the material prepared by the relevant employees on embezzlement, abuse for personal gain, shortages and other offenses, to carry out legal registration for transfer to judicial authorities; to provide legal assistance to the accounting service in the work on compensation for material damage caused to the university; to methodically guide legal work of the university; To give advice, opinions on legal issues arising in the activities of the university, structural divisions; prepare opinions on proposals to bring university staff to disciplinary and financial responsibility; provide legal assistance to public organizations established at the University.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", legislative and

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regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and norms of labor protection.

Qualification requirements: Higher education, work experience of at least 3 years.

Legal Assistant

Job responsibilities: Organization and conduct of claim work; participation in the preparation of business contracts; analysis and generalization of the practice of preparing and executing contracts, agreements, as well as the results of complaint review, submission of proposals to management to eliminate identified deficiencies; participation in the preparation and implementation of measures to strengthen labor discipline; participation in the investigation and implementation of legal registration of the prepared material by appropriate employees for investigation, transfer to judicial authorities of embezzlement, abuse; provision of legal assistance to the accounting service in the work on compensation for material damage caused to the university; methodological guidance of the legal work of the university; provision of consultations, opinions on legal issues arising in the activities of the university, structural units; preparation of opinions on proposals to bring university staff to disciplinary and financial responsibility; provision of legal assistance to public organizations established at the University.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and norms of labor protection.

Qualification requirements: higher education, 1 year of work experience.

Military Registration Inspector

Job responsibilities: Checking draft orders, instructions, contracts and other legal documents submitted for signature to the rector of the University for compliance with the requirements of current legislation; registration of military personnel for participation in the preparation and implementation of measures to strengthen labor discipline; filling in lists of military personnel; registration of conscripts of students; checking the status of military registration; registration of citizens in reserve.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and norms of labor protection.


Qualification requirements: higher education, work experience is not required.

Psychologist

Job responsibilities: In the process of work, be based on regulations, documents, orders approved by the Ministry of Education and Science of the Republic of Kazakhstan; get acquainted with subsequent achievements of psychological science and apply only scientifically based methods in their activities; know the code of ethics of a psychologist and proceed from the work; Carry out a psychological analysis of university documents (educational plans, training programs, etc.), monitor and analyze interpersonal relationships in university staff at various levels, if necessary, correct, systematize and store psychological documents in free form, not disclose to anyone those obtained on the basis of diagnostic work intelligence.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, labor protection rules and regulations, fire safety rules

Qualification requirements: higher education, work experience of at least 3 years.

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Senior Accountant

Job responsibilities: Compliance with qualification requirements; optimal planning and effective performance of their duties; control over the registration of documents on the movement of inventory and fixed assets (payment and freight invoices, acceptance and transfer protocols, etc.); control over timely reporting of a financially responsible person; timely conclusion of contracts with financially responsible persons; management and direct participation in the property census; preparation of certificates and relevant documents on the progress of payment of property taxes; Timely submit statistical and financial reports related to it on inventory items and fixed assets; distribute information on materially responsible persons in accordance with primary accounting documents; write off inventory items and fixed assets in accordance with relevant rules and regulatory guidelines;

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and norms of labor protection, the Law of the Republic of Kazakhstan "On Accounting accounting standards of the Republic of Kazakhstan; Tax Code of the Republic of Kazakhstan; To comply with resolutions, instructions and orders of the Ministry of Education and Science of the Republic of Kazakhstan, regulatory legal acts and other materials of financial and audit bodies; to properly perform the work of accountants assigned to them in accordance with applicable laws and regulations; to ensure the safety of documents in order, without loss.

Qualification requirements: higher education, work experience of at least 3 years.

Accountant


Job responsibilities: Meet the qualification requirements; rationally plan and effectively perform their duties; keep records of the payroll, individual income tax, social tax, cumulative pension contributions and other payments and deductions; accept a time sheet from structural divisions according to the established schedule; timely withhold and transfer taxes, payments and mandatory pension contributions specified in the The Tax Code of the Republic of Kazakhstan; prepare information for the transfer of alimony and other withheld; Preparation of a summary report on the total salary for tax, statistical and accounting reporting; proper performance of the work of accountants in accordance with applicable laws and regulations; ensuring the safety of documents in order, without loss.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On the fight against corruption", legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and regulations of labor protection, Law of the Republic of Kazakhstan "On Accounting"; accounting standards of the Republic of Kazakhstan; Tax Code of the Republic of Kazakhstan; Resolutions, instructions and orders of the Ministry of Education and Science of the Republic of Kazakhstan, normative legal acts and other materials of financial and control and audit bodies.

Qualification requirements: higher education and 3 years of work experience.

Senior Methodologist, Methodologist of the Department of Academic Affairs

Job responsibilities: Monitoring the implementation of curricula for educational programs, checking academic departments; monitoring and coordination of the final attestation commission; accounting for the number and movement of the university teaching staff; calculating the academic load, drafting the staff schedule of teaching staff for departments and the university; monitoring the implementation of individual teaching staff plans (for half a year and academic year); drafting lesson schedules

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and monitoring of the conduct of classes in accordance with the approved schedule; collection and analysis of all university data on academic work; analysis of the educational process and the results of the examination session;

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels of education, rules for organizing the educational process on credit technology of education, legislative and regulatory legal acts of the Republic of Kazakhstan, regulating the activities of higher educational institutions; rules and norms of labor protection.

Qualification requirements: higher education, work experience is not required.

Dispatcher of the Department of Academic Affairs

Job responsibilities: Preparation and approval of the schedule of classes; determination of classrooms for classes, tests, exams, additional classes, independent work of students and various events; acceptance of applications for scheduling classes for each semester according to the approved schedule of lectures; acceptance of applications from departments for scheduling classes for each semester by specialty; implementation of effective load distribution of the faculty the teaching staff at the departments of the university as a whole, depending on the location of the educational institutions; organize seminars, workshops and lectures in groups with a small number of students, depending on the specialty and language of instruction; monitor the additional passage of missed classes.


Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels of education, rules for organizing the educational process on credit technology education, legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and norms of labor protection.

Qualification requirements: higher education, work experience is not required.

The methodologist for educational and methodical work

Job responsibilities: Organization of educational, methodological and information support for faculties, departments and structural divisions; preparation of an annual report on the educational and methodological work of the university; monitoring the progress of preparation of reports on the educational and methodological work of departments and faculties for the academic year; control over the organization of educational and methodological work; preparation of an annual report on the educational and methodological work of the university; monitoring the availability of standard, working curricula at departments; To carry out control and methodological guidance on the introduction of new educational technologies into the educational process; to control the methodological support of works on the protection of complex examination and diploma (project) works; to study the forms, methods and criteria for determining the quality of higher education; to organize the analysis of the data obtained, suggestions for improvement, identification of deviations from the normal state of the process; promptly comply with the requirements of the management;

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels of education, rules for organizing the educational process on credit technology of education, legislative and regulatory legal acts of the Republic Kazakhstan, regulating the activities of higher educational institutions; rules and norms of labor protection.

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Qualification requirements: higher education, work experience of at least 3 years.

Methodologist Center for Professional Practice and Career

Job responsibilities: Organization and provision of educational and industrial practice for university students; conclusion of contracts with basic institutions, organizations according to the curriculum; replenishment of contracts between the university and the "institution"; development of a catalog of practice for all educational programs; development of programs for educational programs; preparation, addition of methodological guidelines for practice in educational programs; Control the organization of practical work students; monitor the quality of all types of practice; to control the organization of safe and favorable conditions for students to practice;

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels of education, rules for organizing the educational process on credit technology of education, legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and norms of labor protection.

Qualification requirements: higher education, work experience of at least 3 years.

Secretary


Job responsibilities: Reception, registration, accounting, control of execution of documents, provision of information and reference services; Storage of documentary information; control over the quality of preparation, coordination and approval of documents submitted for signature to the head of the university; control over the execution of documents and instructions from managers, taking measures for the prompt execution of orders in a qualitative form; Organize preparation, carry out communication to appropriate persons to make and execute decisions, analyze certificates and reports issued to the head, and submit competent conclusions on them; to carry out operational communication with organizations and individual citizens related to the current activities of the university; to receive visitors; to ensure the performance of computer - printed and photocopying work; to annually deposit or destroy documents in the archive; to promptly comply with the requirements of the management;

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On the Fight against Corruption", legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and regulations of labor protection.

Qualification requirements: higher education, no work experience required.

Technician-programmer

Job responsibilities: Implementation, formation and control over the functioning of necessary programs; implementation and updating of an antivirus program; planning and implementation of new programs in the educational process; Installation and configuration of programs used in the learning process in computer classrooms; preventive work of a personal computer and equipment in the information and innovation department; organization of work on repair of minor malfunctions of a personal computer and equipment; ensuring the smooth operation of the Internet; monitor the functioning and technical condition of the university server; create, reconstruct and improve local area networks over a network and over a wireless network (WI -FI); ensure information security; use technical means; know safety rules;

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Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On Combating Corruption", legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules for the organization of educational the process of remote educational technologies, rules and regulations of labor protection, safety regulations.

Qualification requirements: higher education and 1 year of work experience.

Operator

Job responsibilities: Preparation of new visual aids (tables, graphs, diagrams, etc.) necessary for the educational process; providing students with programs necessary for the educational process before classes and monitoring personal computers used during classes; carrying out insurance work on the computer through technical testing; regular computer check for antivirus programs; reinstalling all programs necessary for the educational process on a computer; Assistance to students in using computers in an antivirus program and the Internet system; assistance to students outside of school hours in working on a personal computer with the indication of the necessary programs; control of the correctness of system programs; preparation of programs necessary for conducting practical laboratory classes, conducting research in computer rooms; ensuring cleanliness, inventory and full operability of computer rooms; familiarization with safety regulations; Control over compliance with safety regulations when working on a computer;

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On Combating Corruption", legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules for the organization of educational the process of distance learning technologies, rules and standards of occupational safety, safety standards and fire safety;

Qualification requirements: secondary technical and vocational (secondary specialized, secondary vocational, higher) education, work experience is not required.

Laboratory assistant of the department


Job responsibilities: Preparation of equipment for practical and laboratory classes of the teaching staff of the department; assistance in conducting research work of students; ensuring the safety of the property of the department; control over the cleanliness of the classrooms of the department; registration of incoming and outgoing documents to the department, storage and delivery of outgoing documents to the necessary departments; timely filing of the department's records in the archive; timely preparation required reports and documents;

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and norms of labor protection, safety standards and fire safety security;

Qualification requirements: secondary technical and vocational (secondary specialized, secondary vocational, higher) education.

Office Registrar

Job responsibilities: Introduction of curricula into the IP «Portal» system; compilation and preparation of certification and examination sheets; linking and registration of teaching staff of disciplines in

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the IP Portal system; regulation of applications for re-registration, re-registration of students; Registration of students for retraining of disciplines in the current and summer semesters; formation of intermediate control registers; formation of examination registers; control of the correctness of the introduction of estimates, storage of the results of intermediate and final control; correction and issuance of the transcript; preparation; safety and fire safety standards;

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels of education, rules for organizing the educational process on credit technology of education, legislative and regulatory legal acts of the Republic of Kazakhstan, regulating the activities of higher educational institutions; rules and regulations of labor protection

Qualification requirements: higher education, work experience is not required.

Senior Specialist, Student Department Specialist

Job responsibilities: Registration, preparation of students' documents at the proper level; control over the compliance of personal documents of University students; Registration of forms of strict reporting (academic certificates, diplomas); reception of personal files of students admitted to the university from the admissions committee; registration of documents in the archive; ensuring the safety of documents in the archive.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels of education, rules for organizing the educational process on credit technology of education, legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and norms of labor protection.

Qualification requirements: higher education, 1 year of work experience.

Archivist


Job responsibilities: Completing the documentation of the university's structural divisions, accounting for documents and ensuring the safety of documents accepted into the archive; funding documents accepted into the archive; compiling a scientific reference list of documents stored in the archive; conducting an examination of the value of documents; providing methodological assistance in the office work of the university.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels, rules for organizing the educational process on credit technology of education, legislative and regulatory normative legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; Record keeping and organization of archival business; rules and norms of labor protection

Qualification requirements: higher education, 1 year of work experience.

Coordinator of the Center for Postgraduate Education

Job responsibilities: Control over the implementation of curricula for all educational programs, checking the academic work of departments; coordination and control over the conduct of academic certification; control over the execution of orders, orders, instructions and instructions from higher organizations on the organization and conduct of the educational process; participation in the organization of the educational process; scheduling and monitoring classes in accordance with with an ap-

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proved schedule; collection and analysis of all university data in the direction of the master's degree; analysis of the course of the educational process and the results of the examination session; tracking orders for the formation of a contingent (departure, recovery, etc. of the student);

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels of education, rules for organizing the educational process on credit technology education, legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and norms of labor protection.

Qualification requirements: higher education, 1 year of work experience.

Specialist of the Department of Strategy and Internal Quality Assurance

Job responsibilities: To declare to the university staff the University's quality policy; to provide methodological guidance for the development, implementation and maintenance of the University's Quality Management System; to develop, implement and monitor Quality Management System documents in all departments of the university in a timely manner; to organize and conduct an internal audit of the Quality Management System; to monitor the activities of internal auditors of the Quality Management System in University; to monitor the activities of the Quality Management System at the University; to organize and provide methodological support to passing events in the accreditation of institutional and educational programs; To control the quality of paperwork in the structural divisions of the university; to organize the preparation of external audit documents; to improve theoretical and practical knowledge in the field of Quality Management System.


Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels, rules for organizing the educational process on credit technology training, legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; Quality management systems, accreditation standards, labor protection rules and regulations.

Qualification requirements: higher education, work experience of at least 3 years.

Coordinator of the Commercialization Office

Job responsibilities Commercialization, search for partners to conclude business contracts and identify the needs of the market and partners, possible areas of commercialization, establishing links with private business entities in order to commercialize research and development results and develop investment memoranda and search for investors; commercialization of completed scientific research and implementation of research results into production; support for commercialization projects; Promotion of ready-made startup projects of the student youth (business incubation); conducting scientific seminars, conferences, round tables, meetings, organizing scientific and social work of students; effective use of the scientific potential of the university to solve problems of the development of pedagogical science; preparation of documents for the commercialization of products of research projects, preparation of proposals for foreign teams.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels of education, rules for organizing the educational process on credit technology education, legislative and regu-

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latory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and standards of labor protection.

Qualification requirements: higher education, 1 year of work experience.

Senior, Junior Researcher

Job responsibilities: Implementation of scientific guidance in conducting research on individual problems (topics, tasks) of science and technology and the management of a group of employees with whom they work, or the performance of the function of a responsible executor of individual tasks of scientific and technical programs; The development of scientific and technical solutions, methods of research and development on the most complex issues, the selection of the necessary means for this; substantiation of the direction of new research and development and methods of their implementation, making proposals for inclusion in research plans; determining the scope of application of the results of scientific research and development and organizing the practical implementation of these results; training scientific personnel and participating in their professional development; Ensuring the safety of data obtained in; Submitting plans, reports, information and other information on the directions and current tasks of their professional activities in case of industrial necessity.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels of education, rules for organizing the educational process on credit technology of education, legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and norms of labor protection.

Qualification requirements: higher education, work experience of at least 3 years.

Librarian


Job responsibilities: Acquisition of the necessary literature for readers in accordance with the library fund; systematic study of the interests and requests of readers in the selection of literature; organization of the book fund, Participation in the processing of literature, creation of catalogs; accounting and storage of the fund; carrying out mass work to promote the book; Work with readers (teachers, students, staff) who were not returned on time, indebted to the book, and transfer of the list to the dean's office; accounting and registration of new books and periodicals received; accounting for attendance and book distribution; Participate in the write-off of books and dilapidated material assets.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Science", the Law of the Republic of Kazakhstan "On Combating Corruption", state mandatory standards of education at all levels of education, rules for organizing the educational process on credit technology education, legislative and regulatory legal acts of the Republic of Kazakhstan regulating the activities of higher educational institutions; rules and norms of labor protection

Qualification requirements: higher education, work experience of at least 3 years.

Safety Engineer

Job responsibilities: Sanitary and technical support of administrative, academic buildings, canteens and other university facilities, organization of work in accordance with sanitary and technical rules, regulations; control of the serviceability of lighting and thermal equipment at the University; Monitor and organize the proper conduct of major and current repairs; organize safety and environmental protection measures and fire security in university departments; promptly disinfect administrative, aca-

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demical buildings, canteens and other university facilities from harmful insects; comply with safety regulations, fire safety rules;

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, rules and regulations of labor protection, safety regulations, fire safety rules.

Qualification requirements: higher education, work experience of at least 3 years.

Nurse

Job responsibilities: To carry out timely medical registration of employees and students and undergraduates of the University; to ensure the availability of necessary medical documents and equipment, if necessary, to make recommendations to management; to undergo timely examination of employees and students of the University, promptly inform sick employees and students and include them in the outpatient card; to conduct self-examination of students and employees with low health at certain intervals; To conduct medical and sanitary consultations, meetings among the staff and students of the university; to monitor the cleanliness of the university; to set admission and admission hours; to work with students who are on special registration; to comply with safety regulations, fire safety rules;

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, the theoretical and organizational foundations of social hygiene, management systems in healthcare, the organization of social and medical rehabilitation of patients, labor protection rules and regulations, safety regulations, medical sanitary standards.

Qualification requirements: secondary vocational education in the position of "Nursing", work experience of at least 3 years.

Commandant of the student house

Job responsibilities: Ensure the cleanliness of the university's academic building, organize work in accordance with rules and regulations; in the course of their activities, follow the instructions provided for by safety, environmental protection and fire safety measures and require their compliance from their subordinates; monitor daily cleaning, landscaping of the university territory; Inform the management about the failed equipment under the jurisdiction of the university (doors, windows, locks, etc.), if possible, carry out repairs on their part; follow orders and instructions from the university management; promptly disinfect administrative, academic buildings, canteens and other university facilities from harmful insects; comply with safety regulations, rules fire safety.


Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, labor protection rules and regulations, safety regulations, health standards, fire safety rules.

Qualification requirements: secondary technical and vocational (secondary specialized, secondary vocational, higher) education, work experience of 3 years.

Watchman

Job responsibilities: To provide students with a room and beds in the dormitory; to give safety instructions; to equip the dormitory with furniture and equipment in accordance with sanitary rules; to recruit maintenance workers in the dormitory in accordance with the established procedure; to provide all rooms with the necessary heat and lighting in accordance with labor protection rules and sanitary requirements; to provide students with the necessary equipment for self-cleaning in dorms; comply with safety regulations, fire safety rules.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, rules and regulations of labor protection, safety regulations, health standards.

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Qualification requirements: secondary technical and vocational (secondary specialized, secondary vocational, higher) education, work experience is not required.

Technical

Job responsibilities: Proper cleaning of fixed premises; garbage collection in bins and their washing with disinfectant solvents; washing floors, windows, wall frames with the addition of 0.5% hypochloride solution to the bucket; daily cleaning of toilets and sanitary equipment (toilets and sinks) in domestic premises with the addition of 0.1% hypochloride solution; washing walls once a week in corridors and public places with the use of detergents; once a week to conduct a sanitary day and wash offices (floors, walls, windows, frames, glasses, baseboards and doors); observe safety regulations and fire safety rules.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, rules and regulations of labor protection, safety regulations, fire safety rules.

Qualification requirements: secondary technical and vocational (secondary specialized, secondary vocational, higher) education, work experience is not required.

Electrician

Job responsibilities: Ensure trouble-free and reliable operation with the equipment assigned to it; to perform high-quality repair work in accordance with technical instructions, technical standards; to make high-quality repairs of electrical networks in accordance with instructions, to ensure their operation in accordance with technical conditions; to comply with safety regulations, fire safety rules.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the rules of internal labor regulations; instructions on fire safety of buildings; operation of new technical means; safety regulations, fire safety rules.

Qualification requirements: secondary technical and vocational (secondary specialized, secondary vocational, higher) education, qualification, work experience of 1 year.

Plumber

Job responsibilities: Ensure trouble-free and reliable operation with the equipment assigned to it; to carry out high-quality repairs in accordance with technical instructions, plumbing standards; to monitor the serviceability of water supply, heating, sewerage systems; to eliminate identified malfunctions; to identify the causes of identified malfunctions; to comply with safety regulations, fire safety rules.


Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, instructions on fire safety of buildings; operation of new technical means; safety regulations, fire safety rules.

Qualification requirements: secondary technical and vocational (secondary specialized, secondary vocational, higher) education, qualification, work experience of 1 year.

Worker

Job responsibilities: Carry out proper maintenance of the premises of the university buildings; comply with safety regulations, fire safety, sanitary requirements; use the necessary work clothes; ensure trouble-free and reliable operation of the equipment and facilities transferred to it; perform work in accordance with norms and technical instructions; carry out repair work, comply with safety regulations, fire safety rules.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, instructions on fire safety of buildings; operation of new technical means; safety regulations, fire safety rules.

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Qualification requirements: secondary technical and vocational (secondary specialized, secondary vocational, higher) education, work experience is not required.

OPERATOR OF THE GAS INDUSTRY

Job responsibilities: Carry out proper maintenance of the premises of the university buildings; comply with safety regulations, fire safety, sanitary requirements; ensure trouble-free and reliable operation of the equipment and tools transferred to it; perform work in accordance with norms and technical instructions; carry out repair work; comply with safety regulations, fire safety rules.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the rules of internal labor regulations; instructions on fire safety of buildings; operation of new technical means; safety regulations, fire safety rules.

Qualification requirements: secondary technical and vocational (secondary specialized, secondary vocational, higher) education, work experience is not required.

Car driver

Job responsibilities: Ensure trouble-free and reliable operation with the equipment assigned to it; to carry out high-quality repairs in accordance with standards, technical instructions; to monitor the serviceability of transport; eliminate identified malfunctions; identify the causes of identified malfunctions, comply with safety regulations, fire safety rules.

Must know: The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the rules of internal labor regulations; the use of new technical means; safety regulations, fire safety rules.

Qualification requirements: secondary technical and vocational (secondary specialized, secondary vocational, higher) education, qualification, work experience of 1 year.