

**JOB DESCRIPTION**

QUALITY MANAGEMENT SYSTEM

**Approved by**

Head of the Board Apparatus

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ N. Sakhanov

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QUALITY MANAGEMENT CONSULTANT

AT THE OFFICE OF STRATEGY AND

 QUALITY MANAGEMENT SYSTEMS

Non-Profit Join Stock Company “Toraighyrov University”

Pavlodar

2023

**Preface**

1. **DEVELOPED** by the Working Group.
2. **DEVELOPERS**

2.1 **Head** of the Working Group: N. B. Mapitov — Head of the Office of Strategy and Quality Management System.

1. **REVIEWED** by the HR Department.
2. **APPROVED** by Order No. \_\_\_ dated \_\_\_\_\_\_\_ 2023.
3. **IMPLEMENTED** from \_\_\_\_\_\_\_ 2023.
4. **REPLACES** JD QMS 1.1.2-03-02/01.
5. **EXPERT GROUP**

7.1 **Head** of the Expert Group: R. A. Sabitova — Acting Head of the Department of Legal Support and Public Procurement.

7.2 A. E. Zhakisheva — Director of the HR Department.

7.3 **Regulation Controller**: G. S. Bayakhmetova — Quality Engineer of the Office of Strategy and Quality Management System.

1. **REVIEW FREQUENCY**: once every 3 years.

**1 General Provisions**

1.1 The Quality Management Consultant (hereinafter referred to as the Quality Management Consultant) of the Office of Strategy and Quality Management System (hereinafter referred to as the OSQMS) falls under the category of managerial positions.

1.2 The Quality Management Consultant of the OSQMS is appointed and dismissed from the position by order of the Chair of the Board-Rector of the Non-Profit Joint Stock Company (hereinafter referred to as the NJSC) “Toraighyrov University” (hereinafter referred to as the University), based on the recommendation of the Head of the OSQMS.

1.3 A person appointed to the position of Quality Management Consultant of the OSQMS must hold a higher (or postgraduate) education in a relevant specialty and have at least five years of experience in the field of quality management.

1.4 The Quality Management Consultant of the OSQMS directly reports to the Head of the OSQMS.

1.5 In their activities, the Quality Management Consultant of the OSQMS must be familiar with and guided by:

* The Constitution of the Republic of Kazakhstan (hereinafter referred to as RK), adopted by a national referendum on August 30, 1995;
* The Civil Code of the Republic of Kazakhstan dated December 27, 1994;
* The Labor Code of the Republic of Kazakhstan dated November 23, 2015;
* The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007;
* The Law of the Republic of Kazakhstan "On Combating Corruption" dated January 18, 2015;
* The Law of the Republic of Kazakhstan "On Languages in the Republic of Kazakhstan" dated July 11, 1997;
* The Law of the Republic of Kazakhstan "On Technical Regulation" dated November 9, 2004;
* The Concept for the Development of Higher Education and Science in the Republic of Kazakhstan for 2023-2029, adopted by the Decree of the Government of the Republic of Kazakhstan dated March 28, 2023, No. 248;
* Qualification requirements for educational activities and the list of documents confirming compliance with these requirements, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated June 17, 2015, No. 391;
* The Qualification Directory of Managers, Specialists, and Other Employees, approved by the Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated December 30, 2020, No. 553;
* The Charter of NJSC "Toraighyrov University";
* Other regulatory legal acts of the Republic of Kazakhstan in the field of accreditation, standardization, and certification;
* Instructional letters and orders from the Ministry of Education and Science of the Republic of Kazakhstan;
* The Collective Agreement between the employees and employer of "Toraighyrov University";
* The Mission, Policy, and Goals of "Toraighyrov University";
* Code of Conduct for Faculty and Staff of "Toraighyrov University" (Rules of Professional Ethics);
* Internal Regulations of the Organization;
* Labor Regulations of the Organization;
* Regulation on Responsibility for the Functioning of the Quality Management System in Structural Divisions;
* Mission, Policy, and Goals of the Organization;
* Development Program of the NAO "Toraighyrov University" for 2023–2029;
* Organizational and administrative documents of the Organization;
* Objectives of the Quality Management System (QMS);
* Documents ensuring the functioning of the Organization’s Quality Management System (hereinafter referred to as QMS);
* The hierarchy of the structure and directions of the Organization’s activities;
* Regulation on the QMS;
* This job description;
* International standards in the field of quality management systems;
* State system of technical regulation;
* Advanced domestic and foreign experience in the field of accreditation and QMS;
* Safety, labor protection rules and standards, fire safety, industrial sanitation, and fire protection.

1.6. During the absence of the Quality Management Consultant of the QMS (due to illness, vacation, business trip), their duties shall be performed by a person appointed by order of the Chairman of the Board–Rector.

**2. Job Responsibilities**

2.1 General Work Directions

2.1.1 Participates in the development of the department's plan.

2.1.2 Performs oral and written translations, both full and abridged (from the state language to Russian and from Russian to the state language), of quality management system documentation, incoming and outgoing correspondence, and other documents generated by the activities of the Department of Quality Management Systems (DQMS), ensuring that translations accurately reflect the lexical, stylistic, and semantic content of the originals and comply with established requirements for scientific and technical terms and definitions.

2.1.3 Contributes to the timely and high-quality execution of the functions and tasks assigned to the department, the orders and instructions of the Chairman of the Board - Rector, as well as the decisions of the Supervisory Board, Academic Council, and the Rectorate.

2.1.4 Carries out other official assignments from the head of the DQMS necessary for the fulfillment of the department's functions.

2.1.5 Complies with labor discipline.

2.1.6 Adhere to the Code of Honor for teachers and employees of the Society (rules of professional ethics).

2.1.7 Comply with safety, occupational health, fire safety, and workplace hygiene regulations.

2.1.8 Treat the university's property with care.

2.1.9 Ensure the confidentiality of official information.

2.1.10 Adhere to established deadlines when executing tasks and assignments.

2.1.11 Ensure the principle of employee interchangeability (in cases of illness, vacation, business trip).

2.1.12 Develop and timely update (according to established deadlines) the provisions and job descriptions of the structural unit.

2.1.13 Undergo a timely fluorographic examination and receive clearance for work.

2.1.14 Ensure timely updates of the information published on the University's educational portal.

2.1.15 Adhere to the quality management system in the activities of the structural unit.

2.1.16 Comply with the internal regulatory documentation of the Society and the current legislation of the Republic of Kazakhstan.

2.2 Quality Management System

2.2.1 Participate in the development, revision, implementation, and cancellation of existing documentation, as well as the improvement of the Society's Quality Management System (QMS).

2.2.2 Ensure the updating and optimization of internal documentation for the Society's QMS.

2.2.3 Store originals and working copies of the Society's QMS documentation.

2.2.4 Prepare proposals for necessary changes and additions to the current Quality Management System documentation.

2.2.5 Monitor compliance with QMS and regulatory documentation requirements by the Society's structural units.

2.2.6 Participate in the organization and conduct of internal QMS audits in accordance with the international standard ISO 9001.

2.2.7 Procure regulatory and technical documentation, information guides on standardization, etc.

2.2.8 Determine the need for regulatory documentation, prepare requests for its acquisition, and monitor its delivery and use.

2.2.9 Provides informational support to the structural divisions of the university and consults on matters related to the quality management system, regulatory and technical documentation, and compliance control within the scope of their competence.

2.2.10 Establishes and maintains communication with centers, libraries, and organizations in the Republic of Kazakhstan working in the field of scientific and technical information.

2.2.11 Conducts training seminars on the topic: "Explanation of the internal quality management system (QMS) documents to those responsible for the QMS in the structural divisions of the organization."

2.2.12 Carries out the compilation, registration, and storage of control copies of regulatory and technical documentation (including international, intergovernmental, and national standards, rules, recommendations, etc.).

2.2.13 Registers quality management system documents (Mission, Policy, Objectives of the Organization, documented procedures, organizational standards, methodological instructions).

2.2.14 Keeps the regulatory and technical documentation (international, intergovernmental, national standards, rules, recommendations, etc.) up to date.

2.2.15 Provides structural divisions of the university with necessary documents, information on the availability of regulatory documentation, updates to it, and documents that have become obsolete.

2.2.16 Timely and promptly publishes approved QMS documentation on the university's internet portal and disseminates it.

2.2.17 Ensures that information about the QMS on the university's internet portal remains up to date.

**3. Rights**

The Quality Management Consultant has the right to:

1. Submit proposals to the Head of the QMS aimed at improving the department’s activities;
2. Request information and documents from the university’s structural divisions, as authorized by the Head of the QMS, necessary to perform the functions assigned to the QMS department;
3. Interact with employees of other structural divisions and involve them in solving QMS tasks;
4. Enhance their qualifications in areas related to professional activities.

**4. Responsibility**

The Quality Management Consultant of OSQMS is responsible for:

1. Improper performance or failure to perform duties as stipulated in this job description;
2. Violation of the internal regulations of the Company;
3. Compliance with the Code of Honor for teachers and staff of "Toraighyrov University" (code of professional ethics);
4. Committing violations in the course of their activities, as defined by the current legislation of the Republic of Kazakhstan;
5. Causing material damage to the Company, as provided by the current legislation of the Republic of Kazakhstan;
6. Timely submission of applications for the formation of the state procurement plan for goods and services;
7. Disclosing information intended for official use by the Company;
8. Individual responsibility for providing accurate and high-quality information upon request by the management;
9. Delays in executing assigned tasks;
10. Failure to fulfill verbal and written instructions from the management.

**5. Interactions**

5.1 The Quality Management Consultant of OSQMS directly interacts with the OSQMS staff and the Head of OSQMS. 5.2 Interaction with other officials and departments is carried out with the participation of the heads of the respective departments.

**Appendix B**

(mandatory)

F CS QMS 4.01.6/01

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| **APPROVAL SHEET** |
| Position, full name | Date of approval | Signature |
| Director of HR service A. E. Zhakisheva |  |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature) |
| Acting head of the DLSPPR. A. Sabitova |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature) |
| Standard control:Quality Engineer of the OSQMSG. S. Bayakhmetova |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature) |

**Appendix B**

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F CS QMS 4.01.6/02

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| **REFERENCE LIST** |
| Full name of the person who has read the document | Date of familiarization with the document | Signature |
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**Appendix C**

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F CS QMS 4.01.6/03

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| **PERIODIC INSPECTION SHEET** |
| Order number and date | Inspection results | Date of entry | Full name, person who made the entry | Signature of the person making the entry |
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**Appendix D**

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F CS QMS 4.01.6/04

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| **REGISTRATION SHEET FOR CHANGES AND ADDITIONS** |
| Change sequence number | Reason (No., date of order) | Date of introduction of the change  | Date of change | Full name of the person who introduced the change | Signature of the person who introduced the change |
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