

**JOB DESCRIPTION**

QUALITY MANAGEMENT SYSTEM

**Approved by**

Head of the Board Apparatus

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

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PROJECT MANAGER

INNOVATIVE TECHNOLOGICAL PARK "ERTIS"

Non-profit joint-stock company "Toraighyrov University"

## Pavlodar

2024

**Preface**

1. **DEVELOPED** by the working group.
2. **DEVELOPERS**
   1. **Head** of the working group: M.S. Krykbaeva - Acting Director of the Scientific and Innovation HUB.
   2. Kulbekov A.M. project manager of the Innovative and Technological Park "ERTIS".
3. **REVIEWED** by HR Department.
4. **APPROVED** by Order No. \_\_\_ dated \_\_\_\_\_\_\_ 20\_\_.
5. **IMPLEMENTED** since \_\_\_ \_\_\_\_\_\_\_\_ 20\_\_.
6. **REPLACES** DI SMQ 2.5.2-04-02/01.
7. **EXPERT GROUP**
   1. **Head** of the expert group: R.A. Sabitova - Acting Head of the Department of Legal Support, Public Procurement.
   2. A.E. Zhakisheva Director of HR Department.
   3. Regulation controller: G.S. Bayakhmetova, Quality Engineer of the Office of Strategy and Quality Management System.
8. **REVIEW FREQUENCY**: once every 3 years.

**1 General Provisions**

* 1. The project manager of the Innovation and Technology Park "ERTIS" (hereinafter referred to as ITP "ERTIS") belongs to the category of supervisor
  2. The project manager is hired and fired by the order of the Chairman of the Board (hereinafter referred to as CB) of the Non-Profit Joint-Stock Company "Toraighyrov University" (hereinafter referred to as NJSC "Toraighyrov University") upon the recommendation of the Director of the Scientific and Innovation HUB (hereinafter referred to as SI HUB) and the project manager of the STP "ERTIS".

1.3 A person with higher (or postgraduate) education, a master's degree in technical sciences, and at least 3 years of experience in scientific and pedagogical work or practical activities is appointed to the position of project manager of the ITP "ERTIS".

1.4 The project manager of the ITP "ERTIS" carries out its activities for the purpose of developing and increasing the efficiency of scientific research, conducting applied and fundamental research and development work on the creation of modern innovative technologies and new science-intensive products, accelerating the use of the obtained results in production and the educational process, scientific and methodological support for improving the quality and efficiency of fundamental training of specialists; ensuring the further development of the unity of scientific work with the educational process at the university, strengthening international relations in the field of scientific research activities.

1.5 The Project Manager of the ITP "ERTIS" reports directly to the Director of the Scientific and Innovative Research Center.

1.6 The employees of the ITP "ERTIS" are subordinate to the project manager of ITP "EPTIC".

1.7 The project manager of the ITP "ERTIS" must know and be guided by:1.4 The analytical engineer must know and be guided by:

- ​​The Constitution of the Republic of Kazakhstan (hereinafter RK), adopted at the republican referendum on August 10, 1995;

* Labor Code of the Republic of Kazakhstan dated November 23, 2015;

- Code of the RK "On Administrative Offenses" dated July 5, 2014 N 235-V 3PK;

- Law of the RK "On Education" dated July 27, 2007 N 319-IlI;

- Law of the RK "On the Expansion of Academic and Managerial Autonomy of Higher Education Institutions" dated July 4, 2018 N 171-VI ZRK,

- Law of the RK "On Combating Corruption" dated November 18, 2015 N 410-V 3PK;

- Law of the RK "On Languages in the Republic of Kazakhstan" dated July 11, 1997 N 151-1;

- Qualification reference book for positions of managers, specialists and other employees, approved by Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated December 31, 2020 No. 22003;

- Standard rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595;

- Standard rules for admission to training in educational organizations implementing educational programs of higher and postgraduate education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600;

- Rules for organizing the educational process using credit technology of education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152, as amended on October 12, 2018 No. 563;

- Rules for the appointment, payment and amount of state scholarships for students in educational organizations, approved by the Resolution of the Government of the Republic of Kazakhstan dated February 7, 2008 No. 116, amended on October 16, 2018 No. 651;

- Rules for the development of modular educational programs in NAO "Toraigyrov University", approved by the Rector of NAO "Toraigyrov University" on September 1, 2018:

- The table of correspondence of the Classifier of areas of training personnel with higher and postgraduate education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 13, 2018 No. 569;

- other regulatory legal acts of the Republic of Kazakhstan;

- other regulatory legal acts of the Ministry of Education and Science of the Republic of Kazakhstan;

- Charter of NJSC "Toraigyrov University";

- Internal Regulations of NJSC "Toraigyrov University";

- Mission, Policy and Objectives of NJSC "Toraigyrov University";

- Code of Normative Ethics of NJSC "Toraigyrov University";

- Development program of NJSC "Toraighyrov University" for 2023-2029;

- organizational and administrative documents of NJSC "Toraighyrov University";

- goals of ITP " ERTIS";

- documents of the quality management system of NJSC "Toraighyrov University";

- hierarchy of the structure and areas of activity of NJSC "Toraighyrov University";

- Regulations on ITP "EPTIC";

- rules for maintaining documentation;

- rules and standards of safety and labor protection, fire safety, industrial sanitation and fire protection;

- this job description.

1.8 During the absence of the project manager of the ITP "ERTIS" (illness, vacation, business trip), his duties are performed by a person appointed by the order of the PP - the Rector of the activities of the NJSC "Toraighyrov University"

**2. Job Responsibilities**

Job responsibilities regulate conflicts of interest, exclude direct subordination of close relatives within the same structural unit in accordance with section 3.1 of the "Code of Corporate Ethics of NJSC Toraighyrov University", with the exception of cases of impossibility of employment in another structural unit, due to the specifics of this specialty, taking into account the principle of self-recusal when rewarding (material and non-material bonuses) and imposing disciplinary action.

**2.1 General areas of work**

2.1.1 Carries out planning of the activities of ITP "ERTIS".

2.1.2 Ensures timely and high-quality performance of the functions and tasks assigned to ITP "ERTIS", orders and instructions of the Member of the Board for Research and International Cooperation - Vice-Rector.

2.1.3 Carries out general management of ITP "ERTIS", control of current and final activities.

2.1.4 Timely submits plans and reports on the areas of activity of ITP "ERTIS" to the university management.

2.1.5 Provides information within the limits of its competence at the request of the Academic Council, the Board, structural divisions and third-party organizations.

2.1.6 Participates in the development of regulatory documentation of the university on issues within the competence of ITP "ERTIS".

2.1.7 Communicates to the employees of ITP "EPTIC" the provisions of the organizational and executive documents, documents of the university quality management system related to the activities of ITP "ERTIS".

2.1.8 Introduces innovative methods and international experience in order to improve the efficiency of ITP "ERTIS".

2.1.9 Performs other official assignments of the PP, ZPP SW&IC.

2.1.10 Complies with the requirements of the regulatory documentation of NJSC Toraighyrov University, internal regulatory documents and the current legislation of the Republic of Kazakhstan.

2.1.11 Promotes systematic professional development of employees of ITP "ERTIS".

2.1.12 Observes labor discipline. Monitors the effective use of working time by employees of ITP "ERTIS".

2.1.13 Provides, in accordance with the established procedure, a timesheet containing information on the actual time worked, overtime hours, and violations of labor discipline by employees of ITP "ERTIS".

2.1.14 Complies with the requirements of the Code and Honor of the teachers and employees of NJSC Toraighyrov University (Rules of Official Ethics).

2.1.15 Complies with the requirements for occupational safety and health, fire safety and industrial sanitation in the workplace. Conducts safety and health training in the workplace for employees of ITP "ERTIS".

2.1.16 Control and ensure the timely referral of ITP "ERTIS" employees for an annual fluorographic examination and obtaining permission to work;

2.1.17 Compliance with established deadlines in the execution of tasks and instructions from management;

2.1.18 Ensuring the principle of employee interchangeability

(illness, vacation, business trip)

2.1.19 Timely preparation and coordination with the HR service of the employee vacation schedule.

2.1.20 Cooperation with other higher education institutions, research centers and other organizations, exchange of experience and implementation of joint research and innovation programs.

2.1.21 Develops and promptly updates (in accordance with the established deadlines) the regulations and relevant instructions of the ITP "ERTIS" once every 3 years.

2.1.22 Monitors the high-quality maintenance of documentation in accordance with the nomenclature of cases.

2.1.23 Monitors the prevention of corruption risks in the activities of the ITP "EPTIC".

2.1.24 Monitors compliance with the quality management system in the activities of the ITP "ERTIS".

2.1.25 Strengthening ties with the educational process by widely involving teachers, students, postgraduates and PhD students in research and innovation work carried out at the university and actively using research results in the educational process.

2.1.26 Treat the property of the university with care.

2.1.27 Provide methodological guidance in conducting patent research at all stages of research work.

2.1.28 Take part on behalf of the university in conferences, international seminars, scientific exchanges, symposia and conferences, commissions, meetings and negotiations on patent and licensing issues.

2.1.29 Carry out current work on inventive and patent and licensing activities.

2.1.30 Development and implementation of innovative projects, assistance in the creation of new innovative industries aimed at improving the production activities of economic, legal and social relations, as well as for the purpose of creating a unified university-wide innovative infrastructure.

2.1.31 Regulates conflicts of interest, excludes direct subordination of close relatives within one structural unit in accordance with Section 3.1 of the Code of Corporate Ethics of NJSC Toraighyrov University, with the exception of cases of impossibility of employment in another structural unit, due to the specifics of this specialty, taking into account the principle of self-recusal when rewarding (material, non-material bonuses) and imposing disciplinary action.

**3 Rights**

The Project Manager of the "ERTIS" has the right to:

1) sign off on documents issued by the ITP "ERTIS";

2) submit proposals for the consideration of the university management aimed at improving the university's activities;

3) make proposals for improving the structure of the ITP "ERTIS" and its working methods;

4) conduct scientific and organizational events on issues of improving the work of the structural unit;

5) improve their qualifications in accordance with the established procedure in the areas of professional activity;

6) request, in accordance with the established procedure, from other structural units of the university the information necessary for the performance of the assigned functions;

7) on behalf of the Member of the Board for Research and International Cooperation - Vice-Rector, represent the interests of the university in third-party organizations on issues of cooperation, scientific and innovative activities

8) within the limits of their competence, conduct all types of control and inspections in agreement with the university's management;

9) submit proposals for consideration by the Member of the Board for Scientific Work and International Cooperation – Vice-Rector on the advisability of participating on behalf of the university in conferences, international seminars, scientific exchanges, symposiums and conferences, commissions, meetings, as well as in negotiations on patent and licensing issues.

**4 Responsibility**

The Project Manager of the ITP "ERTIS" is responsible for:

1) improper performance or non-performance of their job responsibilities stipulated by this job description;

2) violation of internal regulations

1) disclosure of information for official use of NJSC "Toraighyrov University"

2) commission of offenses in the course of their activities, as defined by the current legislation of the Republic of Kazakhstan;

3) causing material damage to NJSC "Toraighyrov University",

provided for by the current legislation of the Republic of Kazakhstan;

4) provision of reliable and high-quality information at the request of the management;

5) timely registration of applications for the formation of a plan for public procurement of goods and services;

6) creation of a favorable moral and psychological climate in the team.

**5 Relationships**

5.1 The Project Manager of the ITP "ERTIS" reports directly to the Director of the Scientific and Innovation HUB, and in his absence, the Member of the Board for Research and International Cooperation - the Vice-Rector.

5.2 Interaction with other officials and departments is carried out with the participation of the heads of the relevant departments.

**Appendix A**

(mandatory)

F CS QMS 4.01.6/01

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| **APPROVAL SHEET** | | |
| Position, full name | Date of approval | Signature |
| Member of the Board of the SW&IC - Vice-rector N.T. Yerzhanov. |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) |
| Acting head of the DLSPP  R. A. Sabitova |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) |
| Director of HR service  A. E. Zhakisheva |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) |
| Standard control:  Quality Engineer of the OSQMS  G. S. Bayakhmetova |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) |

**Appendix B**

(mandatory)

F CS QMS 4.01.6/02

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| **THE INTROSUCTION LIST** | | |
| Full name, person who has read the document | Date of acquaintance 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 OF CHANGES AND ADDITIONS** | | | | | |
| The sequence number of the change | The basis (№, date of order) | Date of introduction of the change | Date of the change | Full name, person who made the change | Signature of the person who made the change |
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