

**JOB DESCRIPTION**

QUALITY MANAGEMENT SYSTEM

 **Approved by**

 Head of the Board Apparatus

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

 20

Patent Specialist of Innovative and Technological Park “Ertis”

Non-profit Joint-stock company "Toraighyrov University"

Pavlodar

2024

Preface

**1 WAS DEVELOPED** BY the Working Group.

2 **Developers**

2.1 Head of the working group: Itrykbaeva M. S. — Acting head of the Research Center.

2.2 Kulbekov A.M. — Project manager of the Innovation and Technology Park "Erik".

**3 INTRODUCED BYU** HR service.

**4 APPROVED** by the order of 20 year № \_\_\_\_\_\_\_\_\_\_\_\_\_

6 **INTRODUCED INSTEAD OF** JD QMS 1.1.2-03-01/01

7 **EXPERT GROUP**

7.1 Head of the expert group: Sabitova R. A. — Head of the Department of Legal Support, Public Procurement.

7.2 Zhakisheva A. E. - Director of the HR service.

7.3 Normcontroller: G. S. Bayakhmetova - Quality Engineer of the Office of Strategy and Quality Management Systems.

8 **THE FREQUENCY** **OF** **CHECKING** of the job description is 1 time in 3 years

1 General provisions

1.1 The patent specialist of the Ertis Innovation and Technology Park (hereinafter referred to as the patent specialist of ITP Ertis) belongs to the category of service personnel, is hired and dismissed by order of the Chairman of the Management Board — (hereinafter referred to as ChB) Non—profit Joint Stock Company "Toraighyrov University" (hereinafter - NJSC "Toraighyrov University") on the proposal of the Director of the Scientific and Innovation HUB (hereinafter — NI HUB) and the Director of the Innovation and Technology Park "Ertis" (hereinafter - ITP "Ertis").

A person with higher education and experience in the field of patent work or scientific activity for at least three years is appointed to the position of a patent examiner.

The patent specialist of ITP "ERTIS" reports directly to the project manager of ITP "ETIS".

1.4 The patent specialist of ITP "Ertis" should know and be guided by:

- The Constitution of the Republic of Kazakhstan (hereinafter — RK), adopted at the republican referendum on August 30, 1995;

- Labor Code RK dated November 23, 2015;

- The RK Law "On Education" dated July 27, 2007;

- The RK Law "On Science" dated February 18, 2011;

- The RK Law "On Combating Corruption" dated November 18, 2015;

- The RK Law "On Commercialization of the results of scientific and (or) scientific and technical activities" dated October 31, 2015;

- The Law RK "On Copyright and Related Rights" dated June 10, 1996 N- 6-I;

- Patent Law of the Republic of Kazakhstan dated July 16, 1999 No. 427;

- Civil Code RK (General Part) of December 27, 1994 N- 268-XIII.

- Civil Code RK (Special Part) of July 1, 1999

 No. 409.

- RK Code "On Taxes and Other Mandatory Payments to the Budget (Tax Code)" dated December 25, 2017;

- The RK Code of Administrative Offences of July 5, 2014;

- PK normative legal acts in the field of education and science;

- The Charter of the NJSC "Toraighyrov University";

- The Code of Normative Ethics of NJSC "Toraighyrov University";

- Internal regulations of NJSC "Toraighyrov University";

- organizational and administrative documents of NJSC "Toraighyrov University"

- Mission, Policy and Goals of NJSC "Toraighyrov University";

- Patent and licensing policy of NJSC "Toraighyrov University";

- The development program of NJSC "Toraighyrov University" for 2023-2029;

- The goals of ITP "ERTIS";

- documents ensuring the functioning of the Company's quality management system;

- The regulation on ITP "ERTIS";

- this job description;

- - current state programs in the field of education and science development;

- the order of office work in the NJSC "Toraighyrov University";

- the current translation coordination system;

- rules and regulations of occupational safety and health.

**2 Job responsibilities**

**2.1 General directions of the work of the patent specialist of ITP "ERTIS".**

2.1.1 Participates in the implementation of the patent and licensing policy of NJSC

"Toraighyrov University".

2.1.2 Provides methodological assistance to authors in filing applications for patenting industrial property objects.

2.1.3 Provides information support to the performers of research and development work (R&D) carried out on the basis of the NJSC "Toraighyrov University" during patent information research.

2.1.4 Sends, in accordance with the established procedure, application materials for industrial property objects to the National Institute of Intellectual Property (hereinafter – NIIP), keeps records of them and monitors their further passage.

2.1.5 Assists the author in conducting subsequent correspondence on applications for industrial property objects (preparation of objections, responses to requests).

2.1.6 Sends documents for payment of state fees for patenting industrial property objects in NIIP.

2.1.7 In case of patenting of intellectual property objects abroad, prepares together with the authors the application and the necessary documentation in accordance with the established procedure.

2.1.8 Participates in the registration of license agreements for the sale of industrial property and sends them to the NIIP for registration.

2.1.9 Monitors the maintenance of patents in force, received in the name of NJSC"Toraighyrov University".

* + 1. Submits reports on patent work to the project manager of ITP "Ertis".
		2. Monitors compliance with the management and quality system in the activities of the structural unit.
		3. Maintains documentation according to the nomenclature of cases.
		4. Prevention of corruption risks in their activities.
		5. Treats the University's property with care.
		6. Adheres to compliance with the requirements of the Code of Corporate Ethics of NJSC Toraighyrov University.
		7. Observes labor discipline.
		8. Complies with the requirements for occupational safety and health, fire safety and industrial sanitation in the workplace.
		9. Complies with the requirements of the regulatory documentation of MES RK, the requirements of the internal regulatory documents of NJSC "Toraighyrov University" and the current legislation of the Republic of Kazakhstan.
		10. Timely passing of a fluorographic examination and obtaining a work permit.

**3 Rights**

2.2 The patent specialist of ITP "ERTIS" has the right:

1) to request personally or on behalf of the direct head from the structural divisions of the university and independent employees information and documents necessary for the performance of his official duties;

2) to interact with employees of other structural subdivisions and involve them in the implementation of the patent and licensing policy of NJSC "Toraighyrov University";

3) participate in the discussion of issues related to the duties performed by him;

4) to submit for consideration the management of the NJSC "Toraighyrov University" on improving inventive and patent activities at the university;

5) take part in meetings, commissions in evaluating the work of R&D performers, persons engaged in patent licensing work at NJSC "Toraighyrov University", doctoral students, as well as in preparing proposals for their encouragement and imposing administrative penalties on them;

6) participate in the consideration of issues related to the publication of materials on inventions carried out by NJSC "Toraighyrov University";

7) to develop draft orders, orders, letters, and other organizational and administrative documentation within its competence;

8) to improve their qualifications in the areas of professional activity.

**4 Responsibility**

3.1 The patent specialist of ITP "ERTIS " is responsible for:

1) improper performance or non-performance of their official duties provided for in this job description;

2) violation of the Rules of the internal regulations of the NJSC "Toraighyrov University";

3) disclosure of information intended for official use by NJSC"Toraighyrov University";

4) the commission of offenses in the course of carrying out their activities, as defined by the current legislation of the PK;

5) causing material damage to the NJSC "Toraigrov University",provided for by the current legislation RK;

6) not fulfilling the oral and written instructions of the management.

**5 Interrelations**

5.1 The patent specialist of ITP "ERTIS" directly interacts with:

1) employees of ITP "ERTIS";

2) the authors of industrial property objects;

3) with employees of the National Institute of Intellectual Property and the Eurasian Patent Office.

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

|  |
| --- |
| **APPROVAL SHEET** |
| Position, full name. | Date of approval | Signature |
| Member of the Board for SW&IC- Vice-Rector Yerzhanov N.T. | \_\_\_\_20\_\_ |  |
| Acting Head of the Department of Legal Support and Public Procurement Sabitova R. A.. | \_\_\_\_20\_\_ |  |
| Director of HR Service Zhakisheva A.E. | \_\_\_\_20\_\_ |  |
| Standard control:Quality engineerOSQMSBayakhmetova G. | \_\_\_\_20\_\_ |  |

**Appendix B**

(mandatory)

 F CS QMS 4.01.6/02

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

**Appendix C**

(mandatory)

F CS QMS 4.01.6/03

|  |
| --- |
| **PERIODIC INSPECTION RECORD SHEET** |
| Order number and date | Inspection results | Date of entry | Full name of the person who made the entry | Signature of the person who made the entry |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix D**

(mandatory)

F CS QMS 4.01.6/04

|  |
| --- |
| **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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |