

**JOB DESCRIPTION**

QUALITY MANAGEMENT SYSTEM

 **Approved by**

 Head of the Board Apparatus

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

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**HEAD OF THE STRATEGY OFFICE AND**

**QUALITY MANAGEMENT SYSTEM**

**Non-profit Joint-stock Company "Toraighyrov University"**

**Pavlodar**

**2023**

**Preface**

**1 WAS 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. **OUT-OF-HOURS** HR service.
2. **APPROVED** by the order of 20 № \_\_\_\_\_\_\_\_\_\_\_\_\_
3. **HAS BEEN PUT INTO EFFECT** from \_\_\_\_\_\_\_ 20 \_\_\_

**6 INTRODUCED INSTEAD** ДИ QMS 1.1.2-03-01/01

**7 EXPERT GROUP**

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

7.2 A. E. Zhakisheva — HR Director.

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

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

**1 General provisions**

1.1 The Head of the Office of Strategy and Quality Management System (hereinafter referred to as OSaQMS) belongs to the category of managers.

1.2 The Head of the OSaQMS is accepted and dismissed from his post by order of the Chairman of the Board-Rector of the Non—Profit Joint-Stock Company (hereinafter - NAO) Toraighyrov University (hereinafter referred to as the Company).

1.3 A person with higher (or postgraduate) education in the relevant specialty and work experience in the field of quality management for at least 5 years is appointed to the position of head of the OSaQMS.

1.4 The Head of the OSaQMS is directly subordinate to the Head of the Staff of the Board of the Toraighyrov University

1.5 Employees of the Office of Strategy and Quality Management System are subordinate to the Head of the OSaQMS.

1.6 In his activities, the head of the OSaQMS should know and be guided by:

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

- The PK Civil Code of December 27, 1994;

- The PK Labor Code of November 23, 2015;

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

- The PK Law "On Combating Corruption" dated January 18, 2015;

- The PK Law "On Languages in the Republic of Kazakhstan" dated July 11, 1997;

- The PK Law "On Technical Regulation" dated November 09, 2004;

- Concepts for the development of higher education and science in the Republic of Kazakhstan for 2023-2029. Resolution of the Government of the Republic of Kazakhstan dated March 28, 2023 No. 248.

- Qualification requirements for educational activities and a list of documents confirming compliance with them, approved by Order No. 391 of the Minister of Education and Science of the Republic of Kazakhstan dated June 17, 2015;

- The qualification directory of positions 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 the NJSC "Toraighyrov University";

- other regulatory legal acts KR;

- instructional letters and orders from MSHE KR;

- The Code of Honor of teachers and staff of Toraighyrov University (rules of professional ethics);

- The Company's internal regulations;

- Rules of the Company's work schedule;

- The Regulation on responsibility for the functioning of the quality management system in structural divisions;

- The Mission, Policy and Goals of the Society;

- With the Company's development plan for 2023-2029;

- organizational and administrative documents of the Company;

- the objectives of the OSaQMS;

- documents ensuring the functioning of the quality management system (hereinafter - QMS ) Societies;

- the hierarchy of the structure and activities of the Company;

-internal documents ensuring the functioning of the quality management system (hereinafter — QMS ) "Toraighyrov University";

- organizational and administrative documents of Toraighyrov University;

- The regulations on the OSaQMS;

- this job description;

- international standards in the field of quality management system;

- the state system of technical regulation;

- advanced domestic and foreign experience in the field of accreditation and QMS ;

- rules and regulations of occupational safety and health, fire safety, industrial sanitation and fire protection.

1.7 During the absence of the head of the OSaQMS (illness, vacation, business trip), his duties are performed by a person appointed by the order of the Chairman of the Board-Rector.

**2 Job responsibilities**

2.1 General areas of work

2.1.1 Plans the activities of the OSaQMS.

2.1.2 Ensures timely and high-quality performance of the functions and tasks assigned to the OSaQMS, orders and instructions of the Chairman of the Board-Rector, decisions of the Supervisory, Academic Councils, Rector's Office.

2.1.3 In agreement with the Head of the Board's Staff, upon request of the Academic Council of the University, the Rector's Office, structural divisions and third-party organizations, provides information on the activities of the OSaQMS.

2.1.4 Carries out the general management of the activities of OSaQMS, control of current and final activities.

2.1.5 Promptly submits plans and reports to the University management on the activities of the OSaQMS.

2.1.6 Ensures the timely development of plans and responses for the areas of activity of the OSaQMS.

2.1.7 Performs other official assignments of the Chief of Staff of the Management Board.

2.1.8 Contributes to the systematic professional development of OSaQMS employees.

2.1.9 Observes labor discipline. Monitors the effective allocation and use of working time by OSaQMS employees.

2.1.10 Adhere to the Code of honor of teachers and staff of Toraighyrov University (rules of professional ethics).

2.1.11 Provides a favorable moral and psychological climate.

2.1.12 Keeps a time sheet of the actual time of stay in the position, monitors the time sheet of the actual time of stay of the OSaQMS employees, their timely attendance at work and leaving work, being in the workplace. Provides, in accordance with the established procedure, a report card containing information about the actual time worked, overtime hours, violations of labor discipline in the position held, and approves the timesheets for the use of working hours of OSaQMS employees.

2.1.13 Observes and monitors compliance of OSaQMS employees with the requirements for occupational safety and health, fire safety and industrial sanitation at the workplace. Conducts instruction on safety and labor protection for OSaQMS employees.

2.1.14 Observes and monitors employees' compliance with the requirements of the Company's internal regulatory documentation and the current KR legislation.

2.1.15 Treats the university's property with care.

2.1.16 Ensuring the confidentiality of official information.

2.1.17 Is financially responsible.

2.1.18 Compliance with the established deadlines for the execution of tasks and assignments.

2.1.19 Ensuring the principle of interchangeability of employees (illness, vacation, business trip).

2.1.20 Timely preparation and coordination of the schedule with the HR employee vacation schedule services.

2.1.21 Development and timely updating (according to the established deadlines) of the regulations and job descriptions of the structural unit.

2.1.22 Control over the timely passage of the fluorographic examination of employees, and obtaining access to work.

2.1.23 Control over the quality of documentation according to the nomenclature of cases.

2.1.24 Control over the prevention of corruption risks in the activities of the entrusted structural unit.

2.1.25 Monitoring of compliance with safety regulations by employees of the structural unit.

2.1.26 Monitoring compliance with timely updates of information published on the educational portal of the University.

2.1.27 Control over compliance with the management and quality system in the activities of the structural unit.

2.1.28 Regulates the conflict of interests, exclude 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, except in case of impossibility of employment in another structural unit, due to the specifics of this specialty, taking into account self-withdrawal with encouragement (material non-material bonuses) and disciplinary action.

2.3 Quality Management

2.3.1 Participates in determining the main directions of the Company's activities in the field of building a quality management system in accordance with international standards.

2.3.2 Makes suggestions to the university management on improving the structure of the University's quality management system.

2.3.3 Carries out and coordinates the work on the implementation and confirmation of compliance with the quality management system.

2.3.4 Manages the fundamental documents of the quality management system (Mission, Policy, Goals of the Company, documented procedures, standards of the organization, methodological instructions).

2.3.5 Organizes the work on the development, participates in the development, provides methodological support for the development of the fundamental documents of the quality management system (Mission, Policy, Goals of the Company, documented procedures, standards of the organization, methodological instructions), ensures that the provisions of the above documents are brought to the attention of heads of structural divisions.

2.3.6 Control over the registration of documentation of the quality management system (Mission, Policy, Goals of the Company, documented procedures, standards of the organization, methodological instructions).

2.3.7 Organizes and is responsible for the qualitative conduct of internal audits of the quality management system, improves the processes related to the development of corrective actions for identified inconsistencies.

2.3.8 Organizes the work on the inspection audit by the Certification Association "Russian Register" and the International Certification Network "IQNet" to comply with the international standard ISO 9001:2015.

2.3.9 Directly participates in the internal audits of the quality management system.

2.3.10 Carries out standard control of documentation of the quality management system, educational and scientific literature published

by the teaching staff through the Publishing House "Toraighyrov University".

2.2.11 Organizes training seminars on the quality management system for the Company's employees.

2.2.12 Maintains a relationship with the certification body, legal entities and individuals within its competence.

2.2.13 Provides advisory support to the heads of structural divisions of the University and the teaching staff on the functioning of management systems.

2.4 Strategic planning of the University

2.4.1 Monitors the updating and monitoring of the University's development plan.

2.4.2 Coordinates the implementation of individual stages of the development plan; makes adjustments to the plan based on the situation prevailing at individual stages of the implementation of the plan.

2.4.3 Prepares reports, recommendations, methods of decision-making and implementation of actions for the implementation of individual stages of the plan.

2.5 Organization of work on monitoring the implementation of bonuses for deans of faculties and heads of departments

2.5.1 Exercises control over the collection and processing of indicators of structural divisions for the calendar year.

2.5.2 In agreement with the Chairman of the Board-Rector of Toraighyrov University and the working group, makes changes and additions to the bonus system.

2.5.3 Organization and conduct of a survey on satisfaction with the management of the team.

2.6 Coordination of the University's participation in international and national rankings and educational programs.

2.6.1 Monitors the collection and processing of information from structural units for participation in international and national ratings.

2.6.2 Provides information to rating agencies for the university's participation in the ratings.

2.6.3 Analyzes the results of the ratings.

2.6.4 Prepares a final report and recommendations for improving the university's performance based on the results of the ratings.

2.6.5 Carries out interaction with departments and employees of structural divisions of the university.

**3 Rights**

 The head of the OSaQMS has the right:

1) to approve documents originating from the department;

2) submit proposals to the management aimed at improving the university's activities;

3) to interact with employees of structural

departments of the University and involve them in solving problems in the field of quality management system;

4) request from the structural divisions of the university the information

and documents necessary to perform the functions assigned to the OSaQMS;

5) to carry out all types of control and inspections within its competence

in coordination with the university management;

6) determine the nomenclature of works and performers for the implementation of functions and tasks assigned to the OSaQMS;

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

**4 Responsibility**

The head of the OSaQMS is responsible for:

1) improper performance or non-performance of their official duties and official duties of the OSaQMS employees provided for;

2) violation of the Company's internal Regulations;

3) compliance with the Code of Honor of teachers and staff of Toraighyrov University (rules of professional ethics);

4) disclosure of information intended for official use of the Company;

5) observance of a favorable moral and psychological climate;

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

7) causing material damage to the Company provided for by the current KR legislation;

8) is individually responsible for providing reliable and high-quality information at the request of management;

9) timely execution of orders.

10) is responsible for the timely processing of applications for the formation of a plan for public procurement of goods and services.

11) for non-fulfillment of the oral and written instructions of the management.

**5 Interrelations**

5.1 The Head of the OSaQMS directly interacts with the Head of the Staff of the Board of Toraighyrov University by the staff of the OSaQMS.

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