

**JOB DESCRIPTION**

QUALITY MANAGEMENT SYSTEM

**Approved by**

Head of the Board Apparatus

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

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ANALYTICAL ENGINEER

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** from \_\_\_ \_\_\_\_\_\_\_\_ 20\_\_.
6. **REPLACES** JD QMS 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**

1.1 The analytical engineer of the Innovation and Technology Park "ERTIS" (hereinafter referred to as ITP "ERTIS") belongs to the category of service personnel, is hired and fired by the order of the Chairman of the Board (hereinafter referred to as CB) of the Non-Commercial 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 ITP "ERTIS".

1.2 A person with secondary, secondary specialized, or higher (or postgraduate) education is appointed to the position of the analytical engineer without any requirements for work experience.

1.3 The analytical engineer of ITP "ERTIS" reports directly to the project manager of ITP "ERTIS".

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;
* Law of the Republic of Kazakhstan “On Education” dated July 27, 2007;
* Law of the Republic of Kazakhstan “On Science” dated February 15, 2011;
* Law of the Republic of Kazakhstan “On Combating Corruption” dated November 18, 2015;
* Law of the Republic of Kazakhstan “On the commercialization of scientific and (or) scientific-technical activities" dated October 31, 2015;
* Entrepreneurial Code of the Republic of Kazakhstan dated October 29, 2015;
* Civil Code of the Republic of Kazakhstan (General Part), adopted by the Supreme Council of the Republic of Kazakhstan on December 27, 1994;
* Code of the Republic of Kazakhstan "On taxes and other mandatory payments to the budget (Tax Code) dated December 25, 2017;
* Code of the Republic of Kazakhstan on administrative offenses dated July 5, 2014;
* Law of the Republic of Kazakhstan "On government procurement" dated December 4, 2015;

- regulatory legal acts of the Republic of Kazakhstan in the field of education and science;

- Charter of NJSC "Toraighyrov University";

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

- Internal Regulations of NJSC "Toraighyrov University";

- organizational and management documents of NJSC "Toraighyrov University"

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

- Development Program of NJSC "Toraigyrov University" for 2023-2029;

* The Objectives of ITP "ERTIS";
* documents ensuring the functioning of the Company's quality management system;
* Regulations on the ITP " ERTIS";
* this job description;
* current state programs in the field of education and science development;
* the procedure for office work in the Company;
* the current translation coordination system;
* rules and regulations on occupational safety and health.

**2. Job Responsibilities**

2.1 General Work Directions

2.1. General work areas

2.1.1 Conducts market research to identify business needs, and makes proposals to the structural units of the Company for scientific development.

2.1.2 Searches for project resources.

2.1.3 Participates in the development of plans for the commercialization of scientific research results together with the developers of ongoing scientific projects.

2.1.4 Deals with the development of projects from idea to prototype.

2.1.5 Engaged in the commercialization of projects.

2.1.6 Accompanies projects until the target result is achieved.

2.1.7 Monitors and searches for tenders on specialized

portals.

2.1.8 Prepares tender documentation for participation in tenders or public procurement, posts and monitors tender documentation on portals.

2.1.9 Provides technical support for projects on portals.

2.1.10 Coordinates and monitors the work of contractors and interacts with them.

2.1.11 Interacts with the customer.

2.1.12 Monitors compliance with the management and quality system in the activities of the structural unit.

2.1.13 Maintains documentation in accordance with the nomenclature of cases.

2.1.14 Avoidance of corruption risks in activities.

2.1.15 Treats the University property with care.

2.1.16 Adheres to the code of honor of the teachers and employees of the Society (rules of official ethics).

2.1.17 Observes labor discipline.

2.1.18 Complies with labor safety and health requirements, fire safety and industrial sanitation in the workplace.

2.1.19 Complies with the requirements of the regulatory documentation of the Ministry of Education and Science of the Republic of Kazakhstan, the requirements of the internal regulatory documentation of NJSC Toraighyrov University and the current legislation of the Republic of Kazakhstan.

2.1.20 Timely passes fluorographic examination and obtains permission to work.

2.1.21 Timely updates the information published on the University's educational portal.

2.1.22 Performs the duties of a project manager during his absence (time, illness, vacation, etc.).

**3 Rights**

3.1. The analytical engineer ITP "ERTIS" has the right to:

1) request information and documents from the structural divisions of the University,

necessary for the performance of the functions assigned to the ITP "ERTIS";

2) interact with employees of other structural divisions and involve them in solving the tasks of the ITP "ERTIS";

3) submit proposals for consideration by the project manager of the ITP "ERTIS" aimed at improving the park's activities;

4) develop draft orders, instructions, letters, other organizational and administrative documentation within the competence of the ITP "ERTIS";

5) improve their qualifications in the areas of professional activity.

**4 Responsibility**

4.1. The Engineer-Analyst of the ITP "ERTIS» is responsible for:

1) improper performance or non-performance of his/her official duties, stipulated by this job description;

2) violation of the internal regulations of NJSC “Toraighyrov University”;

3) disclosure of information intended for official use

of the Company;

4) commission in the course of carrying out his/her activities of offenses defined by the current legislation of the Republic of Kazakhstan;

5) causing material damage to NJSC “Toraighyrov University”,

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

6) failure to fulfill oral and written instructions of the management.

**5 Interconnections**

5.1 The engineer-analyst of the ITP "EPTIC" directly interacts with the project manager and employees of the ITP "EPTIC".

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 |
| 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 C**

(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 D**

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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 E**

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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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