

**JOB DESCRIPTION**

QUALITY MANAGEMENT SYSTEM

**Approved by**

Head of the Board Apparatus

\_\_\_\_\_\_\_\_\_\_\_\_N. Sakhanov

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2024

**Head of the Document Support and Archive Sector**

**Non-Profit Joint Stock Company "Toraighyrov University"**

**Pavlodar**

**2024**

**Preface**

1 **Developed by the Working Group**

**2 Developers**

2.1 Abisheva A.S. - Head of the Document Support and Archive Sector.

**3 Introduced by the HR service**

**4 Approved by Order dated \_\_ \_\_\_\_\_ 20\_\_ No.\_\_\_\_\_**

**5 Entered into force on \_\_ \_\_\_\_\_\_\_\_ 20\_\_\_**

**6 Introduced to replace JD QMS 5.3-08-01/05**

**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 Zhakisheva A.E. - Director of the HP Service

7.3 Standard control: Bayakhmetova G.S. - Quality Engineer, Office of Strategy and Quality Management System

**8** **Frequency of checking job descriptions is once in every 3 years.**

**1. General Provisions**

1.1 The head of the Document Support and Archive Sector belongs to the category of managers

1.2 The head of the Document Support and Archive Sector is accepted and dismissed from her position by order of the Chairman of the Board - the rector of the Non-Profit Joint Stock Company Toraighyrov University (hereinafter referred to as NJSC) upon the proposal of the head of the Board Administration.

1.3 A person with a higher education and at least 3 years of work experience is appointed to the position of Head of the Document Support and Archive Sector.

1.4 Head of the Document Support and Archive Sector is directly subordinate to the Head of the Board Apparatus.

1.5 Sector employees are subordinate to the Head of the Document Support and Archive Sector.

1.6 In her activities, the Head of the Document Support and Archive Sector must know and be guided by:

-The Constitution of the Republic of Kazakhstan (hereinafter referred to as the RK), adopted in a republican referendum on August 30, 1995

- Labor Code of the Republic of Kazakhstan dated November 23, 2015

- Law of the Republic of Kazakhstan “On Education” dated July 27, 2007

-Resolution of the Government of the Republic of Kazakhstan dated October 31, 2018 No. 703 “On approval of the Rules for documentation, documentation management and the use of electronic document management systems in state and non-state organizations.

- Rules for the storage, recording and use of documents by departmental and private Archive, approved by Decree of the Government of the Republic of Kazakhstan dated September 19, 2018 No. 575

- The Qualification Handbook 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 May 21, 2012.

- The State Program for the Development of Education of the Republic of Kazakhstan for 2016-2020, approved by the Decree of the President of the Republic of Kazakhstan dated December 7, 2010.

- other regulatory legal acts of the Republic of Kazakhstan.

-instructional letters and orders of the Ministry of Education and Science of the Republic of Kazakhstan;

-the Charter of the NJSC "Toraighyrov University"

-the Code of Honor of the teachers and employees of the NJSC "Toraighyrov University" (Rules of official ethics);

-the Internal Regulations of the NJSC "Toraighyrov University";

-the Collective Agreement between the staff of the NJSC "Toraighyrov University" and the employer of the NJSC "Toraighyrov University";

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

-the Strategic Development Plan of the NJSC "Toraighyrov University" for 2016-2020;

-organizational and administrative documents of the NJSC "Toraighyrov University",

-international standards in the field of quality management system (hereinafter referred to as the QMS);

- documents ensuring the functioning of the QMS of the NJSC "Toraighyrov University"

- the goals of the Department of Administrative Work and the Sector

of Document Support and Archive;

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

- the rules and regulations of occupational safety and health,

- this Job Description.

- documentation of the QMS of the NJSC "Toraighyrov University" within the limits of their job responsibilities,

- orders, instructions, regulatory and methodological materials on the organization of office work at the university.

- means of computer equipment and communications;

- rules for labor protection, industrial sanitation and fire safety

1.7 During the absence of the head of the Document Support and Archive Sector (illness, vacation, business trip), her duties are performed by a person appointed by order of the Chairman of the Board - the Rector

**2 Job responsibilities**

2.1 General areas of work

2.1.1 Ensuring the confidentiality of proprietary information.

2.1.2 Individual financial responsibility.

2.1.3 Monitoring established deadlines for the execution of tasks and instructions.

2.1.4 Distribution of incoming correspondence and protocol orders through the EDMS program

2.1.5 Ensuring the principle of interchangeability of specialists (illness, vacation, business trip)

2.1.6 Timely preparation and coordination with the HP service of the employee vacation schedule.

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

2.1.8 Control over the timely passage of fluorographic examination of employees, and obtaining admission to work,

2.1.9 Control over the high-quality maintenance of documentation in accordance with the nomenclature of cases,

21.10 Control over the prevention of corruption risks in the activities of the entrusted structural unit;

2.1.11 Control over compliance with safety regulations by employees of the structural unit,

2.1.12 Control over compliance with the timely updating of information published on the educational portal of NJSC "Toraighyrov University",

2.1.13 Control over compliance with the management and quality system in the activities of the structural unit;

2.1.14 Plans and organizes the activities of the Document Support and Archive Sector;

2.1.15 Controls the provision of uniformity of requirements for documents, their movement, timeliness of processing and registration of documents, as well as dissemination of incoming correspondence to the management;

21.16 Ensures compliance with the requirements of the instructions on office work in the structural divisions of the university,

2.1.17 Control in the development of document forms, controls timely production of forms,

2.1.18 Organizes work on registration, accounting, storage and transfer to the appropriate structural divisions of current office work documents, including orders, management orders on the formation of cases and their delivery for storage

2.1.19 Promotes systematic professional development of the Document Support and Archive Sector employees;

2.1.20 Maintains labor discipline and exercises control over the effective distribution and use of working time by the Document Support and Archive Sector employees;

2.1.21 Maintains timesheets of the actual time spent in the position held, monitors the timesheets of the actual time spent by the Document Support and Archive Sector employees, their timely arrival at work and leaving work, and their presence at their workplaces;

2.1.22 Complies with the requirements for occupational safety and health, fire safety and industrial sanitation in the workplace;

2.1.23 Conducts safety and health training for the Document Support and Archive Sector employees, familiarizes them with the requirements of the regulatory acts of the Ministry of Science and Higher Education of the Republic of Kazakhstan, internal regulatory acts of the Toraighyrov University NAO and the current legislation of the Republic of Kazakhstan;

2.1.24 Takes good care of the university property;

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

2.1.26 Regulates conflicts of interest, to 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” and with the exception of cases of impossibility of employment in another structural unit due to the specificity of this specialty, taking into account the principle of self-recusal with encouragement (material and non-material bonuses) and disciplinary action

**Rights**

The Head of the Document Support and Archive Sector has the right to:

1) get acquainted with the orders of the management of NJSC "Toraighyrov University" concerning the activities of the Document Support and Archive Sector,

2) submit proposals for improving the working methods of the Document Support and Archive Sector for consideration by the management of NJSC "Toraighyrov University"

3) request from other structural divisions of the Company information and documents necessary to fulfill their official duties.

4) control office work in two languages (Kazakh, Russian) of the Company

5) return documents prepared in violation of established office work requirements to performers for revision

6) demand the creation of conditions for the performance of professional duties, including the provision of the necessary equipment, inventory, a workplace that meets sanitary and hygienic rules and regulations

7) improve qualifications in areas of professional activity

**4 Responsibility**

The head of the document support and Archive sector is responsible for

1) proper performance or non-performance of their official duties by employees of the Document Support and Archive Sector, as provided for in job descriptions

2) violation of internal regulations of NJSC "Toraighyrov University"

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

4) committing, in the process of carrying out their activities, offenses defined by the current legislation of the Republic of Kazakhstan

5) causing material damage to NJSC "Toraighyrov University", provided for by current legislation

6) Bears individual responsibility for providing reliable and high-quality information at the request of management.

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

8) is responsible for creating a favorable moral and psychological climate in the team

9) is responsible for failure to comply with oral and written instructions from management

10) failure to comply with the Code of Corporate Ethics

**5 Relationships**

5.1 The Head of the Document Support and Archive Sector reports directly to the Director of the Department of Administrative Work.

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 |
| 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 engineer  OSQMS  Bayakhmetova G. | \_\_\_\_20\_\_ |  |

**Appendix B**

(mandatory)

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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| **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 |
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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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