

**JOB DESCRIPTION**

QUALITY MANAGEMENT SYSTEM

**Approved by**

Head of the Board Apparatus

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

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

**SENIOR METHODOLOGIST OF MILITARY DEPARTMENT**

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

**Pavlodar**

**2024**

**Foreword**

**1 DEVELOPED** by the working group**.**

**2 DEVELOPERS**

**2.1 Head of the working group:** Tokin B. B. - Chief of the Military Department, Reserve Colonel.

2.2 Kenesbaeva S. S. - Head of the Department.

**3 SUBMITTED** by the HR department.

**4 APPROVED** by Order No. 16-26/03 dated March 01, 2024.

**5 EFFECTIVE FROM** March 01, 2024.

**6 REPLACES** JD PSU 2.7-03-14/001

**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. - HR Department Director.

7.3 Bayakhmetova G. S. - Quality Engineer, Office of Strategy and Quality Management Systems.

**8 REVIEW PERIODICITY of the job description:** once every 3 years**.**

**1 General provisions**

* 1. The senior methodologist of the military department belongs to the category of educational support personnel (hereinafter referred to as UVP)
	2. The senior methodologist of the military department resigns and is relieved of his position by order of the Chairman of the Board - Rector of the Non-Profit Joint Stock Company "Toraighyrov University (hereinafter referred to as NJSC) on the recommendation of the head of the military department
	3. A person with a higher (or postgraduate) education and at least 3 years of work experience in educational organizations or in a specialty is appointed to the position of senior methodologist of a military department
	4. The senior methodologist of the military department directly reports to the head of the military department
	5. The senior methodologist of the military department must know and be guided by:
* the Constitution of the Republic of Kazakhstan (hereinafter referred to as the RK);
* Constitutional Law of the Republic of Kazakhstan "On state symbols of the Republic of Kazakhstan" dated June 4, 2007
* 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 military service and status of military personnel" dated February 16, 2012
* Law of the Republic of Kazakhstan "On Combating Corruption" dated November 18, 2015
* Law of the Republic of Kazakhstan "On Defense and Armed Forces of the Republic of Kazakhstan" dated January 7, 2005
* Law of the Republic of Kazakhstan "On Crime Prevention" dated April 29, 2010
* Law of the Republic of Kazakhstan "On State Secrets" dated March 15, 1999
* Law of the Republic of Kazakhstan "On the national security of the Republic of Kazakhstan" dated January 6, 2012
* Law of the Republic of Kazakhstan "On martial law" dated March 05, 2003
* Law of the Republic of Kazakhstan "About Science" dated February 18, 2011
* Law of the Republic of Kazakhstan "On the languages of the Republic of Kazakhstan" dated July 11, 1997
* By Decree of the President of the Republic of Kazakhstan dated May 25, 2006 №124 "On approval of the Rules for the origin of military service in the Armed Forces, other troops and military formations of the Republic of Kazakhstan
* State mandatory standard for higher and postgraduate education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated July 20, 2022 №2
* Rules for organizing the educational process of credit-based training technology, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2021
* By Order of the Minister of Defense of the Republic of Kazakhstan dated July 24, 2017 №375 “On approval of the Rules of military training for the program of reserve officers and reserve sergeant”
* By order of the Minister of Defense of the Republic of Kazakhstan dated April 5, 2019 № 219 On amending the order of the Minister of Defense of the Republic of Kazakhstan dated July 24, 2017 No. 375 "On approval of the Rules for military training for the reserve officer program"
* By order of the Minister of Defense of the Republic of Kazakhstan dated 27 January 2020 № 39 On amending the order of the Minister of Defense of the Republic of Kazakhstan dated July 24, 2017 No. 375 "On approval of the Rules for military training for the reserve officer program"
* The Charter of NJSC "Toraighyrov University"
* Internal regulations of NJSC "Toraighyrov University"
* Mission, Policy and Goals of NJSC "Toraighyrov University"
* Development program of NJSC "Toraighyrov University" for 2023-2029
* organizational and administrative documents of NJSC "Toraighyrov University"
* goals of the military department
* Regulations on the military department
* basic military and professional knowledge
* Code of Corporate Ethics
* rules and regulations of labor protection, safety and fire protection
	1. In case of temporary absence of the senior methodologist of the military department (illness, vacation, business trip), his official duties are performed by a person appointed by the orders of the head of the military department
1. **Job responsibilities**
	* 1. Plans the educational and methodological work of the military department
		2. Calculate the volume of teaching load per military department and teachers for the academic year
		3. Draws up a schedule of classes and exams of the military department for the academic year
		4. Monitors adherence to class schedules by teachers and students
		5. Draws up a plan for quality control of the educational process
		6. Draws up schedules for open, demonstration, trial classes, mutual visits to classes
		7. Checks the keeping of logs by teachers of mutual attendance of classes, quality control of training sessions, recording of classes, educational and military-patriotic work
		8. Ensures the implementation of the meeting plan of the educational and methodological commission of the military department for the academic year and the maintenance of minutes
		9. Participates in the development of planning documents of the military department
		10. Checks working curricula, educational and methodological complex of teachers' disciplines
		11. Draws up long-term and annual plans for advanced training and internships for teachers of the military department
		12. Checks the implementation of teachers’ individual work plans for the academic year
		13. Compiles and issues examination certificates
		14. Takes part in the graduation certification committee
		15. Provides preparation of proposals for the formation of a report on the results of educational and methodological work of the military department for the academic year
		16. Submits for consideration of the military department, educational and methodological commission of the military department issues related to improving the quality of training of students
		17. Provides educational and methodological assistance to beginning faculty teachers
		18. Observes the prevention of corruption risks in the activities of the military department
		19. Complies with the requirements of internal regulatory documents of NJSC "Toraighyrov University"
		20. Timely undergoes fluorographic examination to obtain permission to work
		21. Complies with the requirements for occupational safety and health, fire safety and industrial sanitation in the workplace
		22. Treats the property of the military department with care
2. **Rights**

The senior methodologist of the military department has the right to:

1. participate in work where issues of the military department regarding educational work are discussed and resolved
2. request from the teaching staff (hereinafter referred to as teaching staff) of the military department information and documents necessary to fulfill their official duties
3. submit proposals for the management's consideration to improve the activities of the military department and improve the work of personnel
4. endorse documents on educational and methodological work
5. improve your qualifications in areas of professional activity

**4 Responsibility**

The senior methodologist of the military department is responsible for:

* Late provision of a monthly report to the planning and financial department on the student population by year of enrollment
* Improper performance or failure to fulfill one`s official duties as provided for in this job description
* Violation of international regulations of NJSC "Toraighyrov University"
* Disclosure of information intended for official use of NJSC "Toraighyrov University"
* Committing offences under the current legislation of the Republic Kazakhstan failure to comply with an oral written instruction from management
1. **Relationships**
* Senior methodologist of the department of the military department directly interacts with the head of the department of the military department, with the teaching staff of the military department
* Interaction with other officials and departments is carried out with the participation of the heads of the relevant departments

**Appendix A**
(required)

F CS QMS 4.01.6/01

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| **APPROVAL SHEET** |
| Position, Full Name | Date of Approval | Signature |
| Member of the Board - Vice-Rector for Academic Affairs,P. O. Bykov | 01.03.2024 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature) |
| Director of HR,A. E. Zhakisheva | 01.03.2024 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature) |
| Acting Head of DLSPP ,R. A. Sabitova | 01.03.2024 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature) |
| Regulatory Document Control: Quality Engineer and Quality Management System G. S.Bayakhmetova  | 01.03.2024 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature) |

**Appendix B**
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F CS QMS 4.01.6/02

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| **ACKNOWLEDGEMENT SHEET** |
| 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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| **ACCOUNTING SHEET FOR PERIODIC INSPECTIONS** |
| Order number and date | Check result | 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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| **THE LIST OF REGISTRATION OF CHANGES AND ADDITIONS** |
| The sequence number of the change | The basis (no., date of the order) | Date of introduction of the change | Date of the change | Full name of the person who made the change | Signature of the person who made the change |
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