

**JOB DESCRIPTION**

QUALITY MANAGEMENT SYSTEM

**Approved**

by Chief of Staff

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

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

**TEACHER OF MILITARY DEPARTMENT**

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

**Pavlodar**

**2024**

**Preface**

1. **DEVELOPED** by the working group.
2. **DEVELOPERS**
2.1 Head of the working group: B. B. Tokin - Head of the Military Department, Colonel (Retired).
2.2 S. S. Kenebekova - Head of Department.
3. **SUBMITTED** by the HR service.
4. **APPROVED** by Order No. 16-26/03 dated \_\_ \_\_ \_\_ 2024.
5. **IMPLEMENTED** since \_\_ \_\_ \_\_ 2024.
6. **REPLACES** JD PSU 2.7-03-07/02.
7. **EXPERT GROUP**
7.1 Head of the expert group: R. A. Sabitova - Acting Head of the Legal Support and Public Procurement Department.
7.2 A. E. Kasymzhan - Director of HR Service.
7.3 G. S. Bayakhmetova - Quality Engineer of the Strategy Office and Quality Management System.
8. **REVIEW FREQUENCY** of the job description is once every 3 years.

**General Provisions**

1.1 The position of a military department teacher belongs to the professorial and teaching staff (hereinafter referred to as PTS).

1.2 The military department teacher is appointed and dismissed from the position by the order of the Chairman of the Board of Non-Profit Joint-Stock Company “Toraighyrov University” (hereinafter referred to as NJSC) upon the recommendation of the head of the military department.

1.3 The position of a military department teacher is assigned to military personnel, reserve officers (retired) of the Armed Forces of the Republic of Kazakhstan, other troops, and military formations of the Republic of Kazakhstan who have higher education from a military educational institution (military institutes) and at least three years of service experience. It also applies to individuals with higher civilian education who have undergone military training at the military department of a university, provided they have at least 3 years of experience in a military accounting specialty.

1.4 The military department teacher directly reports to the head of the military department.

1.5 The military department teacher must be familiar with and adhere to:

* The Constitution of the Republic of Kazakhstan (hereinafter referred to as RK);
* The Constitutional Law of the RK “On State Symbols” dated June 4, 2007;
* The Labor Code of the RK dated November 23, 2015;
* The Law of the RK “On Education” dated July 27, 2007;
* The Law of the RK “On Military Service and the Status of Servicemen” dated February 16, 2012;
* The Law of the RK “On Combating Corruption” dated November 18, 2015;
* The Law of the RK “On Defense and the Armed Forces of the RK” dated January 7, 2005;
* The Law of the RK “On Science” dated February 18, 2011;
* The Law of the RK “On Languages in the Republic of Kazakhstan” dated July 11, 1997;
* Decree of the President of the RK No. 124 “On Approval of the Rules for Military Service in the Armed Forces, Other Troops, and Military Formations of the Republic of Kazakhstan” dated May 25, 2006;
* The State Mandatory Standard for Higher and Postgraduate Education approved by the Order of the Minister of Science and Higher Education of the RK on July 20, 2022, No. 2;
* The Rules for Organizing the Educational Process Using Credit Technology, approved by the Order of the Minister of Education and Science of the RK on April 20, 2011.
* By Order of the Minister of Defense of the Republic of Kazakhstan dated July 24 2017 No. 375 "On approval of the Rules of Military Training for Reserve officers and Reserve Sergeants";
* By Order of the Minister of Defense of the Republic of Kazakhstan dated April 5, 2019 Year No. 219 On the Introduction of Amendments to
* the Order of the Minister of Defense of the Republic Kazakhstan dated July 24, 2017 No. 375 "On approval of the Rules of Military training for the Reserve Officers program";
* By Order of the Minister of Defense of the Republic of Kazakhstan dated January 27, 2020 Year No. 39 On Amendments and Additions to the Order of the Minister of Defense No. 375 of the Republic of Kazakhstan dated July 24, 2017 "On approval of the Rules of Military Training according to the Reserve Officers Program";
* The Charter of the NJSC "Toraighyrov University";
* Internal regulations of NJSC "Toraighyrov University";
* The Mission, Policy and Goals of NJSC "Toraighyrov University";
* The development program of NJSC "Toraighyrov University" for 2023-2029;
* organizational and administrative documents of NJSC "Toraighyrov University";
* objectives of the military department;
* Regulations on the military department;
* this job description;
* the basics of military and professional knowledge;
* The Code of Corporate Ethics;

- rules and regulations of labor protection, safety and fire protection.

1.6 In case of temporary absence of a teacher of the military department, his academic load is carried out by other teachers of the military department according to the replacement schedule agreed with the head of the cycle of the military department.

1. **Job responsibilities**
	1. **Educational and methodical work**
		1. Conducts group, practical and seminar classes, group exercises.
		2. Organizes and plans the independent work of students in the disciplines taught.
		3. Uses modern educational technologies and interactive teaching methods in the educational process.
		4. Conducts classes with students at a high methodological level during which he forms students' stable ideas of practical command skills.
		5. Systematically increases the level of his military and special knowledge, improves his pedagogical skills.
		6. Under the guidance of the head of the cycle or a senior teacher, develops or participates in the development of methodological material for group, practical/seminar classes, SIWT.
		7. Participates in the development and improvement of the elements of educational and methodological complexes of disciplines by specialties or certain types of training sessions in the taught disciplines (teaching materials).
		8. Participates in the development and implementation of measures to strengthen, develop, ensure and improve educational-the material base of the educational process, the equipment of medical units and classes.
		9. Keeps logs of classes, educational and military-patriotic work.
		10. Complies with the deadlines set for the execution of tasks and assignments.
		11. Carries out systematic monitoring of the current academic performance and attendance of classes by students in the disciplines taught, analyzes and reports and informs the head of the cycle of the military department about the student's academic achievements.
		12. Under the guidance of the head of the cycle, develops practical tasks and tasks for for control works performed by students in accordance with the curriculum, participates in the organization and conduct of student tests and exams.
		13. Conducts open, ostentatious classes according to the schedule.
		14. Checks the students' performance of educational tasks, practical and calculation-graphic works, monitors the timeliness and quality of their performance.
		15. Participates in meetings of the military Department.
		16. Professional development once in 5 years.
		17. Observes the prevention of corruption risks in the activities of the military department.
		18. Monitors students' compliance with established safety measures during classes and work with weapons and military equipment.
		19. Complies with the requirements of the Company's internal regulatory documents and the current legislation of the Republic of Kazakhstan.
		20. Adheres to labor discipline and the norms of pedagogical ethics.
		21. Complies with the requirements for occupational safety and health, fire safety and industrial sanitation in the workplace.
		22. Treats the university's property with care.
	2. **Scientific work**
		1. Participates in the organization and participates in scientific events of the University.
		2. Participates in the implementation of military scientific, research, rationalization work carried out according to the plans of the military department and the university.
		3. Participates in scientific and practical seminars, conferences of the military department.
	3. **Educational work**
		1. Takes an active part in educational work with students, including through the curriculum process aimed at forming a value attitude to the chosen specialty, the ability to independently and competently make and implement decisions; respect for national, universal, spiritual and moral values, patriotism, citizenship, internationalism; the need to participate in socio-political, the economic and cultural life of the republic and the university, conscious attitude to their rights and duties and responsibilities; striving for a healthy lifestyle, motivation for self-development, self-improvement, taking responsibility for one's fate; the need to master the state, Russian, and foreign languages.
		2. Participates in the work of the military department on legal and patriotic education of students of the teaching staff of the military Department, conducts thematic events that contribute to the expansion and formation of a value attitude of the students' horizons.
		3. In accordance with the work plan of the military department and the individual work plan, performs assignments for educational and organizational work at the military department.
		4. Participates in public life, cultural and sports events of the military department.
	4. **Career guidance**
		1. Participates in the preparation of advertising and information materials on the specialties of the military department, conducting thematic events.
2. **Rights**

The teacher of the military department has the right:

1. to ensure appropriate conditions for conducting professional activities;
2. for the protection of intellectual property in the form of tangible assets (scientific, methodological works, patents, intellectual property certificates, software, educational and information technologies, etc.), serving as a source of educational and economic activity of NJSC "Toraighyrov University";
3. to interact with employees of structural divisions of NJSC "Toraighyrov University" on issues of the educational process;
4. to submit proposals for the management to improve the activities of the military department cycle;
5. to improve their qualifications in the areas of professional activity.
6. **Responsibility**

The teacher of the military department is responsible for:

1. improper performance or non-performance of their official duties provided for in this job description;
2. violation of the Internal Regulations of NJSC "Toraighyrov University";
3. disclosure of information intended for official use by ToU;
4. commission of offenses defined by the current legislation of the Republic of Kazakhstan in the course of carrying out their activities;
5. causing material damage to the NJSC "Toraighyrov University", provided for by the current legislation of the Republic of Kazakhstan;
6. availability and content of internal documents of educational programs of the cycle of the military journalism Department
7. the use of the material and technical base of the military department is not for its functional purpose;
8. violation of rights and non-compliance with the norms of pedagogical ethics;
9. failure to comply with the rules and regulations of occupational safety, safety and fire protection;
10. failure to ensure safe working conditions during training sessions in the premises assigned to the military department;
11. not fulfilling the oral and written instructions of the management.
12. **Relationships**
	1. The teacher of the cycle of the military department directly interacts with the teaching staff of the cycle of the military department, teachers of another the cycle of the military department.
	2. 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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| **APPROVAL 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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F CS QMS 4.01.6/03

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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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