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**JOB INSTRUCTION**

QUALITY MANAGEMENT SYSTEM

**Approved by**

the Head of the Board Apparatus

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2024

**METHODOLOGIST**

**OF THE HIGHEST QUALIFICATION LEVEL**

**OF THE FACULTY OF «COMPUTER SCIENCE»**

**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: N. A. Ispulov - Dean of the Faculty of "Computer Science".

2.2 Ospanova N. N. - Head of the Educational Program.

**3 SUBMITTED** by the HR Department.

**4 APPROVED** by Order dated 02 (date incomplete).

**5 ENFORCED** from 02.12 (date incomplete).

**6 IMPLEMENTED** **INSTEAD** **OF** JD PSU 2.6-01-02/05.

**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 Zhakisheva A. E. - Director of the HR Department.

7.3 Regulatory Compliance: G. S. Bayakhmetova - Quality Engineer of the Strategy Office and Quality Management System.

**8 FREQUENCY** **OF JOB DESCRIPTION REVIEW**: once every 3 years.

JD QMS 31.2-02-07/06

**1 General Provisions**

1.1 The Methodologist of the Highest Qualification Level (hereinafter – the methodologist) of the Faculty of «Computer Science» belongs to the category of teaching and support staff.

1.2 The methodologist of the highest qualification level shall be appointed to and dismissed from the position by order of the Chairman of the Board – Rector of the Non-profit Joint Stock Company (hereinafter – NJSC) «Toraighyrov University» (hereinafter – the University) upon recommendation of the Dean of the Faculty of «Computer Science».

1.3 Qualification requirements:

– higher education corresponding to the field of study of the department’s students;

– proficiency in Microsoft Office programs (Word, Excel, PowerPoint), Bitrix24, Sedo;

1.4 The methodologist reports directly to the Head of the Educational Program (hereinafter – the EP Head), and the Deputy Dean for Academic Affairs also serves as the work coordinator.

1.5 The methodologist of the Faculty of «Computer Science» shall be knowledgeable of and guided by:

– the Labour Code of the Republic of Kazakhstan dated 23 November 2015 No. 414-V ZRK, as amended as of 21.07.2024;

– the Law of the Republic of Kazakhstan «On Languages in the Republic of Kazakhstan» dated 11.07.1997, as amended as of 20.08.2024;

– the Law of the Republic of Kazakhstan «On Education» dated 27.07.2007 No. 319-III, as amended as of 01.09.2024;

– the Law of the Republic of Kazakhstan «On Combating Corruption» dated 18.11.2015 No. 410-V ZRK, as amended as of 09.09.2024;

– the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 5 January 2024 No. 4 «On approval of the qualification requirements for educational activities of organizations providing higher and (or) postgraduate education, and the list of documents confirming compliance therewith»;

– other regulatory legal acts of the Republic of Kazakhstan governing education-related issues;

– the University Charter;

– the Internal Rules of the University;

– the Mission, Policy, and Objectives of the University;

– the Development Program of the NJSC «Toraighyrov University» for 2023–2029.

– organizational and administrative documents of the University;

– Code of Ethics for Teachers and Staff of NJSC «Toraighyrov University» (rules of professional conduct);

– faculty goals;

– documents ensuring the functioning of the University’s quality management system;

– health, safety, and labor protection regulations;

– Faculty Regulations;

– this job description;

– core principles of organizing the educational process in laboratories, orders and directives, and other guiding materials related to educational activities, educational program implementation, and material and technical support of the educational process;

– principles for operating laboratory equipment and operation rules;

– standards, technical conditions, methodologies, and laboratory control instructions;

– advanced national and international experience in education and science, methodological guidance for implementing scientific research and development;

– principles for designing laboratory instruments and equipment, including technical documentation for use, and procedures for acquiring laboratory equipment, materials, and other resources;

– occupational safety and health regulations, and personal protective equipment standards.

**2 Job Responsibilities**

**2.1 General Work Directions**

2.1.1 Carries out tasks related to the organizational support of the administrative and management activities of the faculty.

2.1.2 Maintains document records in accordance with the established faculty records management system.

2.1.3 Exercises control over compliance with the quality management system in internal records management.

2.1.4 Uses the electronic document management system «СЭДО» in daily work.

2.1.5 Conducts systematic monitoring and supervision of the completeness of educational and methodological documentation of faculty disciplines and specialty-related methodological packages.

2.1.6 Processes information and documents when preparing and making decisions.

2.1.7 Prepares letters, requests, orders, and other documents at the request of the Head of the Educational Program (EP).

**2.2 Organizes and Performs Work on:**

– Organizing and ensuring the preparation of faculty classrooms for the educational process, educational and research activities.

– Assisting in the preparation of educational and methodological materials and scientific seminars.

– Performing current operational tasks as instructed by the EP Head and the Deputy Dean for Academic Affairs.

**2.3 Ensures:**

– Supplying the faculty, in collaboration with the supply manager, with essential office supplies.

– Providing the faculty with the necessary materials, instruments, and equipment for the conduct of educational, methodological, and research activities.

– Technical execution of documentation within the faculty.

**2.4 Complies with the Following Requirements:**

– Compliance with occupational safety and health regulations, fire safety, and production hygiene in the workplace.

– Compliance with the regulatory documentation of the Ministry of Science and Higher Education of the Republic of Kazakhstan, as well as internal regulatory documents of the University and current legislation of the Republic of Kazakhstan.

2.1.8 Timely transfers documents to the archives.

2.1.9 Follows the Code of Ethics for teachers and university staff.

2.1.10 Treats the University’s property with care.

2.1.11 In the temporary absence of the methodologist (illness, vacation, business trip), their responsibilities are assigned to another person by the order of the EP Head.

**3 Rights**

The methodologist of the Faculty of «Computer Science» has the right to:

– Get acquainted with orders and directives of the University management, the dean, and heads of structural units related to their work activities.

1) Request, on behalf of the Head of the Educational Programs Office, information and documents from structural subdivisions of the university necessary to fulfill assigned tasks and duties;

2) Submit proposals to the Head of the Educational Programs Office aimed at improving faculty performance;

3) Improve their qualifications in areas of professional activity;

4) Interact with employees of the university’s structural subdivisions on matters related to the work of the faculty.

**4 Responsibilities**

The Methodologist of the Highest Qualification Level of the Faculty of «Computer Science» is responsible for:

1) Improper performance or non-performance of duties specified in this job description;

2) Violation of the Internal Rules of NJSC «Toraighyrov University»;

3) Disclosure of information intended for official use only;

4) Committing offenses in the course of duties as defined by the current legislation of the Republic of Kazakhstan;

5) Causing material damage, as provided for by the legislation of the Republic of Kazakhstan;

6) Proper and timely execution of directives and assignments;

7) Providing reliable and high-quality information upon request from the supervisor;

8) Failure to comply with oral and written instructions from the supervisor.

**5 Interactions**

5.1 The methodologist of the Faculty of «Computer Science» interacts directly with the Head of the Educational Programs Office, the Dean of the Faculty, Deputy Dean, staff of other university structural units, and representatives of the University.

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

JD QMS 31.2-02-07/06

**Appendix A**

(mandatory)

F CS QMS 4.01.6/01

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| **APPROVAL SHEET** |
| Position, Full Name | Approval Date | Signature |
| HR Department Director Zhakisheva A. E. |  | (signature) |
| Acting Head of the Legal Support and Procurement Office Sabitova R. A. |  |  (signature) |
| Regulatory Compliance: Quality Engineer of the Strategy Office and QMS Bayakhmetova G. S. |  | (signature) |

JD QMS 31.2-02-07/06

**Appendix B**

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F CS QMS 4.01.6/01

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| **ACKNOWLEDGEMENT SHEET** |
| Full Name of the Person Familiarized with the Document | Date of Familiarization with the Document | Signature |
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**Appendix C**

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| **PERIODIC REVIEW RECORD SHEET** |
| Order Number and Date | Review Results | Date of Record Entry | Full Name of the Person Making the Entry | Signature of the Person Making the Entry |
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**Appendix D**

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| Amendment Serial Number | Basis (Order No., Date) | Date of Record Entry | Date of Entry | Full Name of the Person Who Made the Entry | Signature of the Person Who Made the Entry |
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