**JOB DESCRIPTION**



QUALITY MANAGEMENT SYSTEM

**Approved by**

 the Head of the Board Apparatus

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

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

**SECRETARY OF THE FACULTY**

**OF ENERGETICS**

**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: Talipov O. M. - Dean of the Faculty of Energy.

1. **INTRODUCED** by HR service.
2. **APPROVED** by Order No. 16-26/16 dated 02.12.2024
3. **IMPLEMENTED** from 02 12 2024
4. **ENACTED** IN SUBSTITUTION FOR DI QMS 18-05-04/01
5. **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 Director.

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

1. **THE FREQUENCY OF CHECKING** the position of the structural unit is once every 3 years.

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1. **General provisions**
	1. The Faculty Secretary belongs to the category of performers.
	2. The Secretary of the Faculty is accepted and dismissed from his position by order of the Chairman of the Board-Rector of the Non-Profit Joint-Stock Company (hereinafter - NJSC) Toraighyrov University (hereinafter referred to as the Society).
	3. A person with higher professional (or postgraduate) education or secondary professional education in the field of the faculty is appointed to the position of the faculty secretary without presenting work experience requirements.
	4. The Faculty Secretary reports directly to the Dean of the Faculty.
	5. The Faculty Secretary should know and be guided by:

- The Constitution of the Republic of Kazakhstan, adopted at the republican referendum on August 30, 1995, as amended on 19/09/2022;

- The Labor Code of the Republic of Kazakhstan dated 11/23/2015, as amended on 21/07/2024;

- The Law of the Republic of Kazakhstan "On Education" dated 27/07/2007, as amended on 09/01/2024;

- The Law of the Republic of Kazakhstan "On Languages in the Republic of Kazakhstan" dated 11/07/1997, with amendments and additions as of 20/08/2024;

- The Law "On Science" dated February 18, 2011 No. 407-IV (with amendments and additions as of December 26, 2018);

- The Law of the Republic of Kazakhstan "On Combating Corruption" dated November 18, 2015, as amended on September 09, 2024;

-The Internal Regulations of NJSC "Toraighyrov University"; -The Code of Honor of teachers and staff of NJSC "Toraighyrov University";

- The Charter of the NJSC "Toraighyrov University";

- Collective agreement;

- The Mission, Policy and Goals of NJSC "Toraighyrov University";

- organizational and administrative documents;

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

- documents of the job responsibilities management system;

- documents that ensure quality within the limits of the functioning of their quality management system;

- regulations on the faculty;

- The development program of the NJSC "Toraighyrov University" for 2023-2029 years;

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- the real job description.

-occupational safety and health regulations.

* 1. During the absence of the Faculty Secretary (illness, vacation, business trip), his official duties are performed by a person appointed by order of the Chairman of the Board -the Rector.
1. **Job responsibilities**
	1. **General areas of work**
		1. Carries out work related to the organizational support of the administrative and managerial activities of the dean's office.
		2. Receives incoming correspondence for the dean’s review, forwards it in accordance with the dean’s decision to the faculty's structural divisions or designated executors for use in the workflow or for preparing responses.
		3. Maintains office records in accordance with the nomenclature established by the dean's office.
		4. Performs typing work for the dean's office and faculty.
		5. Submits documents subject to storage to the archive.
		6. Monitors student enrollment records (processing orders and tracking student records)
		7. Processes information and documents in preparation for decision-making.
		8. Uses the electronic document management system ("SDO") and the business process management system ("Bitrix") in work.
		9. Accepts documents and personal applications, ensuring informational support.
		10. Prepares letters, requests, and other documents as instructed by the dean.
		11. Prepares meetings and conferences held in the dean’s office (gathering necessary materials, informing participants about the time and venue, and drafting agendas).
		12. Monitors the execution of orders issued by the rector and directives of the dean, ensuring compliance with deadlines and instructions assigned by the dean.
		13. Provides consultations to prospective students on all matters related to faculty activities.
		14. Ensures the supply of necessary office materials for the dean’s office in collaboration with the head of the storage department.
		15. Manages official materials and ensures timely data entry into the database.
		16. Organizes the reception of visitors, facilitates prompt consideration of employee requests and proposals.
		17. Answers telephone calls, records and transmits official information to the dean and deputy deans, and arranges telephone negotiations for the dean.
		18. Performs other official duties assigned by the dean or deputy deans.
		19. Ensures compliance with regulatory documentation requirements of the Ministry of Education and Science of the Republic of Kazakhstan, internal regulations of the institution, and current legislation.
		20. Adheres to labor discipline.
		21. Complies with occupational health and safety requirements, workplace safety, and industrial hygiene standards.
		22. Assumes material liability for the property of the dean’s office.
		23. Treats faculty property with care and bears material responsibility for its preservation.
		24. Maintains confidentiality of official information.
		25. Ensures deadlines for task execution are met.
		26. Ensures the principle of employee interchangeability in cases of illness, leave, or business trips.
		27. Monitors the proper documentation management according to the nomenclature.
		28. Develops and updates (according to established deadlines) regulations and job descriptions of the structural unit.
		29. Prevents corruption risks in the activities of the assigned structural unit.
		30. Ensures occupational safety compliance by employees of the structural unit.
		31. Ensures timely updates of faculty-related information published on the university’s educational portal.
		32. Ensures timely medical examinations and permits for work.
		33. Ensures that the structural unit adheres to the management and quality assurance system.
2. **Rights**

The faculty secretary has the right to:

1. Familiarize themselves with orders and directives from university and faculty leadership concerning their area of activity.
2. Enhance their qualifications.
3. Request, on behalf of the dean or deputy deans, information and documents from structural units necessary for executing assigned tasks.
4. Submit proposals for consideration by the dean and deputy deans to improve faculty operations.
5. **Responsibilities**

The faculty secretary is responsible for:

1. Improper execution or failure to fulfill their job duties as specified in this job description.
2. Violating the internal rules and regulations of the institution.
3. Disclosing information intended for official use only.
4. Committing legal violations in the course of their duties as defined by the legislation of the Republic of Kazakhstan.
5. Causing material damage to the institution as stipulated by the applicable laws.
6. Personally ensuring the accuracy and quality of requested information.
7. Timely preparation of applications for state procurement of goods and services.
8. Fostering a positive moral and psychological work environment.
9. Failing to execute verbal or written orders from management.
10. **Interactions**

5.1 The faculty secretary directly interacts with the dean, deputy deans, and staff of other structural units within the faculty and university.

5.2 Interaction with other officials and departments occurs with the involvement of the heads of relevant units.

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**Annex A**

(Mandatory)

F CS QMS 4.01.6/01

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| **APPROVAL SHEET** |  |
| Position, Full name | Approval date | Signature |
| A. E. Zhakisheva - HR Director |  | (signature) |
| Sabitova R. A. - Acting Head of the Department of Legal Support and Public Procurement |  | (signature) |
| Standarts inspector: Bayakhmetova G. S. - Quality Engineer of the Office of Strategy and Quality Management System. |  | (signature) |

**Annex B**

(Mandatory)

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| **INTRODUCTION SHEET** |  |
| Full name of the person who reviewed the document | Date of document review | Signature |
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F CS QMS 4.01.6/02

**Annex \_C**

(Mandatory)

F CS QMS 4.01.6/03

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|  | **PERIODIC INSPECTION ACCOUNTING SHEET** |
| Order No. and Date | Verification 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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**Annex D**

(Mandatory)

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| REGISTRATION SHEET FOR CHANGES AND ADDITIONS |
| Change Serial Number | Basis (Order No. and Date) | Effective Date of the Change | Date of Change Entry | Full name of the person who made the change | Signature of the person who made the change |
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F CS QMS 4.01.6/04