

**JOB DESCRIPTION**

QUALITY MANAGEMENT SYSTEM

**Approved by**

Head of the Board Apparatus

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

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

**DIRECTOR**

**OF THE DEPARTMENT OF YOUTH POLICY**

 **AND SOCIAL AFFAIRS**

**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: Aubakirova S.S. Director of the Department of Youth Policy and Social Affairs.

2.2 Khasenov Ye.T. – Project-manager of the Department of Youth Policy and Social Affairs

**3 INTRODUCED** by the HR service.

**4 APPROVED** by Order No. 16-26/01 dated January 22, 2024

**5 ENTERED INTO EFFECT FROM** 22.01.2024

**6 INTRODUCED FOR THE FIRST TIME**

**7 EXPERT GROUP**

7.1 Sabitova R. A. Acting Head of the Department of Legal Support and Public Procurement.

7.2 Zhakisheva A.E. Director of HR Service.

7.3 Standard control: Bayakhmetova G.S. quality engineer of the office of strategy and quality management system.

**8 FREQUENCY OF CHECKING JOB DESCRIPTIONS** 1 time in 3 years.

**1. General Provisions**

1.1 The Director of the Department of Youth Policy and Social Affairs (hereinafter referred to as DYPSA) belongs to the category of managers.

1.2 The Director of DYPSA is accepted and dismissed from his position by order of the Chairman of the Board of the Rector of the Non-Profit Joint Stock Company (hereinafter NJSC) “Toraighyrov University” (hereinafter referred to as the Society) on the proposal of the Member of the Board for youth policy, social and economic issues - Vice-Rector (hereinafter referred to as Member of the Board for MPSHIV - Vice-Rector).

1.3 A person with higher professional education and experience in management positions from 1 to 3 years is appointed to the position of director of the DYPSA.

1.4 The Director of DYPSA is directly subordinate to the Vice-Rector, Member of the Board for Youth Policy, Social and Economic Affairs.

1.5 Subordinate to the director of the DYPSA are those entrusted to him divisions.

1.6 In his activities, the director of the DYPSA must guided by:

The Constitution of the Republic of Kazakhstan (hereinafter referred to as the RK), adopted at 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;

2015 Law of the Republic of Kazakhstan “On State Youth Policy” dated February 09 of the year; Law of the Republic of Kazakhstan “On Culture” dated December 15, 2006;

- Law of the Republic of Kazakhstan “On languages in the Republic of Kazakhstan” dated July 11, 1997;

- Law of the Republic of Kazakhstan “On State Property” dated 01.03.2011 No. 413-IV;

- Law of the Republic of Kazakhstan “On Combating Corruption” dated November 18, 2015;

other regulatory legal acts of the Ministry of Education and Science of the Republic of Kazakhstan;

Code of the Republic of Kazakhstan “On the health of the people and the healthcare system” dated July 7, 2020;

- Charter of NJSC “Toraighyrov University”;

- Internal regulations of NJSC “Toraighyrov University”;

- Code of Corporate Ethics;

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 DYPSA;

- international standards in the field of quality management systems;

-documents ensuring the functioning of the quality management system of NJSC "Toraighyrov University";

-hierarchy of structure and areas of activity of NJSC “Toraighyrov University”;

-the position of the DYPSA;

-this job description;

-theory and methods of managing educational systems;

-theory and methodology of educational work;

-program and methodological literature on social work;

-rules and regulations of occupational safety and health;

During the period of absence of the director of the Department of Emergency Medicine and Emergency (sick leave, business trip, vacation), his duties are performed by a person appointed by order of the Chairman of the Board - Rector.

**2 Job responsibilities**

**2.1 General areas of work**

2.1.1 Plans and organizes the activities of the DYPSA.

2.1.2 Ensures the timely and high-quality implementation of the functions and tasks assigned to the DYPSA, orders and instructions of the Chairman of the Board of the Rector, Member of the Board for Youth Policy, Social and Economic Affairs of the Vice-Rector, the Academic Council, the Board.

2.1.3 Provides general management of the activities of departments, control of current and final activities. entrusted

2.1.4 Coordinates the work of deputy deans for educational work at each faculty on student issues.

2.1.5 Submits plans and reports to the university management in a timely manner

according to the department's areas of activity.

2.1.6 Provides, at the request of the Academic Council, the Board, structural divisions and third-party organizations, information within its competence.

2.1.7 Ensures compliance of the activities of DYPSA with the requirements of the quality management system of NJSC “Toraighyrov University”, contributes to its improvement. Participates in the development and updating of quality management system documentation for supervised areas of activity.

2.1.8 Carries out the regulation and organization of joint activities with the endowment fund “Association of Alumni of NJSC “Toraighyrov University” for improvement. Participates in the development and updating of quality management system documentation for supervised areas of activity.

2.1.9 Performs other official assignments of the university rector, vice-rector for development strategy, educational and social work.

2.1.10 Contributes to DYPSA employees. systematic professional development

2.1.11 Maintains labor and performance discipline. Monitors the effective use of working time by DYPSA employees.

2.1.12 Maintains a timesheet of the actual time spent in the position held, controls the timesheet of the actual time of stay of employees of the DP&SV, their timely attendance at work and departure from work, and presence at work places. Provides, in accordance with the established procedure, a time sheet containing information about the actual time worked, overtime hours of work, violations of labor discipline for the position held, and endorses the time sheet for the use of working time by employees of the Department of Emergency Medicine and Emergency Services.

2.1.13 Complies with the requirements for occupational safety and health, fire safety and industrial sanitation in the workplace, as well as the requirements of internal regulatory documents of NJSC Toraighyrov University and the current legislation of the Republic of Kazakhstan.

2.1.14 Controls the process and quality of work of DYPSA employees in accordance with the legislation of the Republic of Kazakhstan. requirements of internal regulatory documents AND

2.3.15 Compliance with and control over compliance by department employees with the requirements of internal regulatory documents of the Company and the current legislation of the Republic of Kazakhstan.

2.3.16 Execution of the planned items of the Company Development Plan.

2.3.17 Timely preparation and coordination with the HR service of the employee vacation schedule.

2.3.18 Conducts training on safety and labor protection in the workplace for department employees.

2.1.19 Treats university property with care.

2.1.20 Regulates conflicts of interest, exclude direct subordination of close relatives Within the framework of one structural unit In accordance with section 3.1 of the Code of Corporate Ethics of NJSC Toraighyrov University, except in cases of impossibility of employment in another structural unit, due to the specifics of this specialty, taking into account the principle self-recusal when receiving incentives (material and non-material bonuses) and imposing disciplinary sanctions.”

2.1.21 Develops and promptly updates JDs and regulations of structural units.

**2.2 Educational work**

2.2.1 Carry out a forecast of the university’s future capabilities in the field of educational work.

2.2.2 Develops long-term and current plans for the educational work of the university, ensures their implementation and implementation at the faculties and at the university as a whole.

2.2.3 Organizes the participation of university representatives in cultural events of the city, regional, republican international scale.

2.2.4 Develops proposals and recommendations for improving the system of educational activities, its financial and personnel support, prepares appropriate methodological and local regulatory documentation.

2.2.5 Monitors the quality of organization and conduct of events related to the educational activities of the university.

2.2.6 Ensures timely preparation of the necessary documentation for carrying out intra-university educational activities.

2.2.7 Interacts with faculties and structural divisions of the university when resolving issues related to educational work and coordinates their activities.

2.2.8 Provides administrative management of the work of Student Self-Government, provides advisory, methodological, and material assistance for the development of student self-government, and monitors its quality.

2.2.9 Promotes activities to strengthen interethnic unity, manages activities

Student Assembly of the People of Kazakhstan of Pavlodar region.

2.2.10 Monitoring compliance with the activities of the “Youth Policy Committee” to prevent religious extremism, crimes among students and the fight against corruption.

2.2.11 Monitoring compliance with activities to develop the movement of the cheerful and resourceful KVN club (in the state and Russian languages) among students and master's students of the NJSC "Toraighyrov University".

2.2.12 Monitoring compliance with the activities of the Alliance of Students of Kazakhstan (ASK) Pavlodar region.

2.2.13 Monitoring compliance with Atameken’s activities.

2.2.14 Monitoring compliance with the activities of the volunteer team “LaVie Dobro” of the NJSC “Toraighyrov University”. Organizes traveling charity concerts in nursing homes, homes for the disabled, orphanages, and military units.

2.2.15 Organizes events aimed at preventing crime among students.

2.2.16 Provides conditions for the comprehensive development of students in artistic, vocal, choreographic and folk arts.

2.2.17 Coordinates the work of the student philharmonic to attract talented students to the creative teams of the university. Conducts castings and competitions.

2.2.18 Develops programs, projects for solemn and festive scenarios, concepts for holding cultural events, participates in the development of sketches of stage costumes and festive decorations for the main concert hall.

2.2.19 Monitors the status and activities of the assigned for DYPSA of the main concert hall.

2.2.20 Creates conditions for the formation of student youth associations and coordinates their work.

2.2.21 Monitors the routine on campus. for compliance with the Internal Rules

**2.3 Social work**

2.3.1 Carry out a forecast of the university’s future opportunities in the field of social work.

2.3.2 Implements social policy at the university, together with the deans of faculties, generates information about the social status of the student population, ensures the development of a socio-demographic passport for each faculty.

2.3.3. Conducts round tables with the participation of local executive bodies (social protection, internal politics of the city and region, the prosecutor's office and the National Security Committee).

2.3.4 Conducts systematic monitoring of the state of social and educational work and taking into account the results in practical activities.

2.3.5 Ensures the timely preparation of the necessary documentation for conducting intra-university social work activities.

2.3.6 Organizes and conducts work with students in resolving Social Affairs (social support for students, socially vulnerable and privileged categories, check-in on campus). Provides preparation of draft orders, a list of necessary documentation for socially vulnerable categories of students.

2.3.7 Organizes work on social support for veteran home front workers of the NJSC “Toraighyrov University”.

2.3.8 Manages the work of the zonal headquarters of “Zhasyl El” of NJSC “Toraighyrov University”. Forms student environmental and construction teams from among university students.

2.3.9 Coordinates the activities of the Bayantau sports and recreation camp in organizing summer races for enterprises, organizations of the city and region. Prepares draft orders, plans, reports, duty schedules service personnel, arrival schedules.

2.3.10 Organizes and directly on site coordinates the work of service personnel (student philharmonic workers, operator sound studio, medical workers, water rescue service instructors) in accordance with the schedule.

2.3.11 Checks the readiness of the Holiday Home for the new summer season, the quality of repairs of all premises and the level of provision with the necessary inventory, equipment and furniture.

2.3.12 Organizes work to improve the territory assigned to all structural divisions of the university and maintain it in proper order.

2.3.13 Coordinates the work on organizing and conducting medical examinations at the university for employees and students, fluorographic examination of the lungs, preventive vaccinations (Td, measles, rubella, viral hepatitis, viral infections).

2.3.14 Works with letters, appeals, statements from employees, students, citizens on issues of students’ everyday life and other social issues.

**3 Rights**

The director of the DYPSA has the right:

1) take part in general meetings and make proposals to the university management to improve the activities of DYPSA;

2) submit proposals for consideration by the university management aimed at improving the activities of the university;

3) interact with employees of structural divisions of the university;

4) request from structural divisions, including university faculties, information, reports, documents necessary to perform the assigned functions relating to the educational and social activities of the university on behalf of the university management;

5) endorse documents coming from the department;

6) get acquainted with the orders of the university management relating to the activities of DYPSA;

7) improve their qualifications in areas of professional activity.

**4 Responsibility**

The Director of DYPSA is responsible for:

1) improper performance or failure to fulfill their official duties provided for by this job description;

2) violation of internal regulations and 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 the current legislation of the Republic of Kazakhstan;

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

7) improper performance or non-fulfillment of official duties by employees of DYPSA NJSC “Toraighyrov University”, provided for by internal regulations and legislation of the Republic of Kazakhstan.

**5 Relationships**

5.1 The director of the DYPSA directly interacts with the member of the Board for youth policy, social and economic issues, the vice-rector, and the employees of the entrusted departments.

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 |
| Member of the Board for YPS&EA- Vice-Rector Shakhman Ye.T. | \_\_\_\_20\_\_ |  |
| 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 engineerOSQMSBayakhmetova 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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F CS QMS 4.01.6/03

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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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