

**JOB DESCRIPTION**

QUALITY MANAGEMENT SYSTEM

**Approved by**

Head of the Board Apparatus

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

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

**SENIOR LECTURER 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 2.7-03-06/03.

**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**

1.1 The position of Senior Lecturer of the Military Department belongs to the professorial and teaching staff (hereinafter - PTS).

1.2 The appointment and dismissal of the Senior Lecturer of the Military Department are carried out by order of the Chairman of the Board - Rector of the Non-profit Joint Stock Company "Toraighyrov University" (hereinafter - NJSC) upon the recommendation of the Head of the Military Department.

1.3 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, as well as individuals with higher civilian education who have undergone military training at a university military department with at least 3 years of service in a military-accounting specialty, are appointed to the position of Senior Lecturer of the Military Department.

1.4 The Senior Lecturer of the Military Department directly reports to the Head of the Military Department.

1.5 The Senior Lecturer of the Military Department must know and adhere to:

* The Constitution of the Republic of Kazakhstan (hereinafter - RK);
* The Constitutional Law of the RK "On State Symbols of the Republic of Kazakhstan" 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 Crime Prevention" dated April 29, 2010;
* The Law of the RK "On State Secrets" dated March 15, 1999;
* The Law of the RK "On National Security of the RK" dated January 6, 2012;
* The Law of the RK "On Martial Law" dated March 5, 2003;
* 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 1, 1997;
* Decree of the President of the RK No. 124 dated May 25, 2006 "On Approval of the Rules for Military Service in the Armed Forces, other troops and military formations of the Republic of Kazakhstan";
* State compulsory standard of higher and postgraduate education, approved by the Order of the Minister of Science and Higher Education of the RK No. 2 dated July 20, 2022.
* Rules for organizing the educational process using credit-based learning technology, approved by the Order of the Minister of Education and Science of the RK dated April 20, 2011;
* Order of the Minister of Defense of the Republic of Kazakhstan No. 375 dated July 24, 2017 "On Approval of the Rules for Military Training for Reserve Officers and Reserve Sergeants";
* Order of the Minister of Defense of the Republic of Kazakhstan No. 219 dated April 5, 2019 "On Amendments to the Order of the Minister of Defense of the Republic of Kazakhstan No. 375 dated July 24, 2017 "On Approval of the Rules for Military Training for Reserve Officers";
* Order of the Minister of Defense of the Republic of Kazakhstan No. 39 dated January 27, 2020 "On Amendments and Additions to the Order of the Minister of Defense of the Republic of Kazakhstan No. 375 dated July 24, 2017 "On Approval of the Rules for Military Training for Reserve Officers";
* 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;
* Regulation on the Military Department;
* This job description;
* Fundamentals of military and professional knowledge;
* Code of Corporate Ethics;
* Rules and norms of labor protection, safety engineering, and fire safety.

1.6 In case of temporary absence of the Senior Lecturer of the Military Department, his teaching load is covered by other lecturers of the Military Department cycle according to a replacement schedule coordinated with the Head of the Military Department cycle.

**2 Job Duties**

2.1 Educational and methodological work

2.1.1 Plans, organizes, and monitors educational and methodological work related to taught disciplines.

2.1.2 Conducts all types of educational activities: lectures, seminars, group exercises, group sessions, laboratory classes, practical sessions.

2.1.3 Supervises independent student work on taught disciplines.

2.1.4 Under the guidance of the Head of the Department cycle, organizes and plans methodological support for educational activities. Develops students' skills in working with educational, specialized, and scientific literature, materials, and independent work on summarizing the results obtained.

2.1.5 Provides methodological support for the taught disciplines.

2.1.6 Participates in the preparation for the publication of textbooks, teaching and methodological materials, and educational complexes for the taught disciplines.

2.1.7 Participates in seminars, meetings, and conferences, including international ones.

2.1.8 Ensures compliance with established deadlines in fulfilling tasks and assignments.

2.1.9 Participates in professional development and retraining, provides necessary methodological assistance to teachers in mastering pedagogical skills and professional competencies.

2.1.10 Systematically monitors current academic performance and attendance of students in taught disciplines, conducts analysis, and informs the Head of the Department cycle about students' educational achievements.

2.1.11 Monitors students' compliance with occupational safety, technical safety, and fire safety rules during educational activities.

2.1.12 Conducts open classes, consultations, and individual sessions.

2.1.13 Administers exams, differentiated tests, and course papers/projects.

2.1.14 Participates in the work of the State Attestation Commission (SAC) and in the administration of state exams in the specialty.

2.1.15 Prepares and submits monthly reports to the Head of the Military Department cycle on the completion of educational workload and the implementation of the individual plan.

2.1.16 Ensures prevention of corruption risks in the activities of the Military Department.

2.1.17 Organizes compliance with sanitary and epidemiological control measures during educational activities.

2.1.18 Complies with the internal regulatory documents of NJSC "Toraighyrov University" and the current legislation of the RK.

2.1.19 Maintains work discipline.

2.1.20 Adheres to safety and labor protection requirements, fire safety, and industrial sanitation at the workplace.

2.1.21 Handles property of NJSC "Toraighyrov University" with care.

**2.2 Scientific Work**

2.2.1 Participates in the scientific research activities of the military department.

2.2.2 Participates in contests of scientific works, exhibitions, seminars, meetings, and conferences organized within the thematic areas of research of the military department, including international ones.

2.2.3 Publishes scientific articles.

2.2.4 Transfers to the ownership of NJSC "Toraighyrov University" the scientific and methodological developments prepared within the framework of fulfilling their official duties.

**2.3 Educational Work**

2.3.1 Actively participates in educational work with students, including through the educational process aimed at forming a valuable attitude towards the chosen specialty, the ability to independently and competently make and implement decisions; respect for national, universal human, spiritual and moral values, patriotism, citizenship, internationalism; the need to participate in the socio-political, economic, and cultural life of the republic and the university, conscious attitude towards their rights and responsibilities; striving for a healthy lifestyle, motivation for self-development and self-improvement, taking responsibility for their own destiny; the need to master state, Russian, and foreign languages.

2.3.2 Participates in the work of the military department on legal and patriotic education of students and military service members of the military department, conducts thematic events contributing to the expansion and formation of students' cultural horizons.

2.3.3 In accordance with the military department's work plan and individual work plan, fulfills assignments on educational and organizational work at the military department.

2.3.4 Participates in the public life, cultural, mass and sports events of the military department.

**2.4 Career Guidance Work**

2.4.1 Participates in the preparation of advertising and informational materials on the specialties offered by the military department, and conducts thematic events.

**3 Rights**

Senior Lecturer of the Military Department has the right to:

1. Ensure proper conditions for conducting professional activities;
2. Protect intellectual property in the form of material assets (scientific and methodological works, patents, certificates of intellectual property, software, educational materials, and others serving as a source of educational and economic activities 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.

**4 Responsibilities**

The senior lecturer of the military department is responsible for:

* Inadequate performance or non-performance of official duties specified in this job description;
* Violation of the Internal Regulations of NJSC "Toraighyrov University";
* Disclosure of information intended for official use by NJSC "Toraighyrov University";
* Committing offenses defined by the current legislation of the Republic of Kazakhstan during the course of their activities;
* Causing financial damage to NJSC "Toraighyrov University" as provided by the current legislation of the Republic of Kazakhstan;
* Existence and content of internal documents of educational programs of the military department cycle;
* Misuse of the material-technical base of the military department not according to its functional purpose;
* Violation of rights and failure to comply with norms of pedagogical ethics;
* Non-compliance with rules and norms of labor protection, safety engineering, and fire safety;
* Failure to provide safe working conditions during educational activities in premises assigned to the military department;
* Non-execution of oral and written assignments from the management.

**5 Relationships**

5.1 Senior Lecturer of the Military Department directly interacts with the personnel of the military department and lecturers from other cycles of the military department.

5.2 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

|  |  |  |
| --- | --- | --- |
| **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**  
(required)

F CS QMS 4.01.6/02

|  |  |  |
| --- | --- | --- |
| **ACKNOWLEDGEMENT SHEET** | | |
| Full name of the person who has read the document | Date of familiarization with the document | Signature |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Appendix C**  
(required)

F CS QMS 4.01.6/03

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix D**  
(required)

F CS QMS 4.01.6/04

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |