

**JOB DESCRIPTION**

****

QUALITY MANAGEMENT SYSTEM

**Approved by**

Head of Board Apparatus

N. Sakhanov

20

**POSTDOCTORAL STUDENT WITH A DEGREE IN THE DEPARTMENT OF MECHANICAL ENGINEERING AND STANDARDIZATION**

**Non-profit joint-stock company of “Toraighyrov University”**

**Pavlodar**

**2024**

**Preface**

**1 DEVELOPED BY** a working group

**2 DEVELOPERS**

2.1 Head of the working group: Abishev K. K. – Dean of the Faculty of Engineering.

2.2 Mussina Zh. K. – Head of the Department of Mechanical Engineering and Standardization.

2.3 Tusupova S. O. – postdoctoral student with a degree in the Department of Mechanical Engineering and Standardization.

**3 CONTRIBUTED BY** HR

**4 APPROVED BY** order dated 20 No.

**5 EFFECTIVE FROM** 20

**6 INTRODUCED FOR THE FIRST TIME**

**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. – Director of HR service.

7.3 Krykbayeva M. S. – Director of the Scientific and Innovation HUB.

7.4 Standards inspector: Bayakhmetova G. S. – Quality engineer of the Office of Strategy and quality management system.

**THE FREQUENCY OF CHECKING** the job descriptionis once every 3 years.

**1 General provisions**

1.1 Postdoctoral studies are a stage of a scientific career that follows the completion of a doctoral program and are a set of research activities carried out by scientists aimed at solving scientific and applied problems on a specialized topic.

1.2 A postdoctoral fellow (postdoc) is a scientist engaged in scientific research with whom a university enters into an employment contract.

1.3 The postdoctoral position is a full-time position and is divided into a postdoctoral position with an academic degree and a postdoctoral position without an academic degree.

1.4 Admission to the postdoctoral position is carried out on the basis of a petition from the Scientific and Innovation HUB, in accordance with the Regulations on postdoctoral studies at NJSC “Toraighyrov University” and the order of the Representative of the Board-Rector of the University.

1.5 Priority areas of fundamental and applied research: technical sciences.

1.6 Persons who meet the following requirements are eligible to apply for a postdoctoral position:

- possession of a PhD (doctor of philosophy) degree, candidate of sciences degree, or be a person who has completed the full course of a doctoral program;

- experience in research and/or scientific and pedagogical activities, which must correspond to the University’s area of activity;

- the presence of at least 1 (one) article and (or) review over the last 5 (five) years in a publication indexed in the Science Citation Index Expanded, Social Science Citation Index, Arts and Humanities Citation Index and (or) Emerging Sources Citation Index of the Web of Science database and (or) in a publication with a CiteScore percentile in the Scopus database of at least 25 (twenty-five) (except for applicants who have not passed the dissertation defense), and (or) the presence of at least 2 (two) articles or reviews over the last 3 (three) years in domestic and (or) foreign scientific publications recommended by the Science and Higher Education Quality Assurance Committee of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter referred to as the SHEQAC MSHE RK) for publication of the main results of scientific research;

- the presence of a funded project within the framework of the agreement for the implementation of scientific, scientific and technical projects for grant financing of young scientists under the “Zhas Galym” program between the Science Committee of the MSHE of the RK and the University;

1.7 The main organizational units that ensure the implementation of postdoctoral programs are departments and faculties. The Research and Innovation HUB coordinates and monitors the implementation of postdoctoral requirements at the University level.

1.8 In his/her activities, the postdoctoral fellow is guided by:

- Constitution of the Republic of Kazakhstan (hereinafter referred to as RK);

- Labor Code of the RK dated November 23, 2015 No. 414-V;

- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III “On Education”;

- Order of the Minister of Education and Science of the Republic of Kazakhstan “On approval of the Model rules for the activities of higher and postgraduate education organizations” dated October 30, 2018 No. 595;

- Law of the Republic of Kazakhstan “On Languages in the Republic of Kazakhstan” dated July 11, 1997 No. 151-I;

- Law of the Republic of Kazakhstan “On Combating Corruption” dated November 18, 2015 No. 410-V;

- Law of the Republic of Kazakhstan “On Technical Regulation” dated December 30, 2020 No. 396-VI;

- Order of the Minister of Education and Science of the Republic of Kazakhstan “On approval of the Model rules for admission to study in educational organizations implementing educational programs of higher and postgraduate education” dated October 31, 2018 No. 600;

- Standard rules for conducting ongoing monitoring of academic performance, midterm and final assessment of students for secondary, technical and vocational, post-secondary education organizations, approved by order of the Minister of Education and Science of the RK dated March 18, 2008 No. 125;

- Order of the Minister of Education and Science of the RK dated October 31, 2018 No. 601 “On Amendments to the Order of the Minister of Education and Science of the RK dated January 20, 2015 No. 19 “On Approval of the Rules for the Transfer and Reinstatement of Students by Types of Educational Organizations”;

- Order of the Minister of Education and Science of the RK dated December 4, 2014 No. 506 “On approval of the Rules for granting academic leave to students in technical and vocational, post-secondary education organizations”;

- Rules for organizing the educational process using credit technology of education in organizations of higher and (or) postgraduate education, approved by order of the Minister of Education and Science of the RK dated April 20, 2011 No. 152;

- Regulations on postdoctoral studies of NJSC “Toraighyrov University” 2.3.1-10/02 dated 12/26/2023;

- Classifier of specialties and qualifications of technical and vocational, post-secondary education, approved by the order of the Minister of Education and Science of the RK dated September 27, 2018 No. 500;

- other regulatory legal acts of the RK;

- Charter of the Company;

- internal and labor regulations of the Company;

- Collective agreement between the staff and the employer of the Company;

- Mission, Policy and Objectives of the Society;

- Development program of NJSC “Toraighyrov University” for 2023-2029;

- international standards in the field of quality management systems;

- department objectives;

- documents ensuring the functioning of the quality management system of the Company;

- hierarchy of the structure and areas of activity of the Company;

- regulations on the special department;

- this job description;

- rules and regulations on labor protection, safety engineering and fire safety.

**2 Job responsibilities**

**2.1 General areas of work**

2.1.1 Maintain work discipline.

2.1.2 Comply with safety and industrial sanitation requirements in the workplace.

2.1.3 Treat university property with care.

**2.2 Educational and methodological work.**

2.2.1 The postdoctoral fellow must teach one or more courses with a total teaching load of at least 3 credits (in each semester) according to the European Credit Transfer and Accumulation System (ECTS).

2.2.2 Carries out planning, organization and control of educational and educational-methodical work in supervised disciplines.

2.2.3 Conducts all types of educational classes, supervises professional practices, course and diploma theses (projects) and research work of master's students.

2.2.4 Develops working curricula for the courses taught.

2.2.5 Monitors the quality of all types of educational classes conducted by the department's teachers in the supervised discipline.

2.2.6 Participates in the scientific and methodological work of the department (faculty) as part of the academic and expert committee for the development and approval of the modular educational program of specialties, the methodological commission for the specialty or the educational and methodological council of the faculty, university.

2.2.7 Controls, completes and develops methodological support for supervised disciplines on paper and electronic media:

- participates in the formation of the library collection of educational and educational-methodological literature in accordance with licensing requirements;

- develops textbooks, teaching aids, educational and methodological manuals, electronic textbooks;

- participates in competitions of textbooks, standards, and projects;

- participates in the development of module catalogs and catalogs of elective disciplines;

- prepares and completes elements of educational and methodological complexes of specialties (hereinafter referred to as EMCS) and disciplines (hereinafter referred to as EMCD) in accordance with regulatory documents, taking into account regional conditions and the future professional activities of graduates;

- develops descriptions of laboratory work and practical classes;

- prepares materials for various types of knowledge assessment of students (tests, questions, tickets, etc.).

2.2.8 Organizes and plans independent work of students in supervised disciplines:

- participates in the department’s work on establishing and implementing various forms of business cooperation (public-private partnership) with enterprises and organizations;

- considers and analyzes proposals from partners to improve the content of educational programs, taking into account the production development strategy;

- defines the requirements for the level of professional competencies, knowledge, skills and abilities of graduates;

- ensures the involvement of partner representatives in monitoring the quality of education;

- provides consulting assistance in the modernization of the department's laboratory facilities with the participation of partners, including through the transfer of unused equipment;

- participates in the development of the department’s material and technical base;

- participates in the exchange of experience and information cooperation;

- participates in the joint development and publication of educational and educational-methodological literature, innovative special courses using the company's materials;

- provides educational and consulting services to partners;

2.2.9 Prepares and submits reports on results to the head of the department:

- current academic performance of students, midterm assessment in supervised disciplines, corrective and preventive actions taken;

- completion of teaching load (monthly);

- implementation of an individual plan.

2.2.10 Preparation of 100% of electronic EMCD.

2.2.11 Satisfaction with teaching (student survey).

**2.3 Scientific work**

2.3.1 Participates in the implementation of scientific, scientific and technical projects and programs at the expense of state budget or business contract funds, as well as within the framework of initiative topics.

2.3.2 Ensures the connection between scientific research and the educational process.

2.3.3 Carries out an approved individual research program.

2.3.4 Submits a written report on the work performed, with supporting materials, to the Research and Innovation HUB twice a year (from January 10 to 20 and from September 1 to 10).

2.3.5 Publishes the results of scientific research work in peer-reviewed scientific journals included in the Web of Science or Scopus databases, indicating affiliation with the University.

2.3.6 Participates annually in at least 2 (two) international conferences held at the University.

2.3.7 A postdoctoral student who does not have an academic degree is required to defend a doctoral/candidate's dissertation within the first year of mastering the postdoctoral program from the moment of signing the agreement for the implementation of scientific projects with the Science Committee of the MSHE of the RK.

2.3.8 Forms its own research group from among master's and doctoral students, young scientists of the University (from the first year of enrollment in postdoctoral studies).

2.3.9 Participates in competitions to obtain funding for the implementation of scientific projects and programs.

2.3.10 Organizes, participates in and manages research work at the department, including student research work and the work of the student scientific society, masters, and lecturers.

2.3.11 Participates and attracts the participation of the department's staff and students in scientific competitions, olympiads, exhibitions, scientific conferences, and symposiums of various levels.

2.3.12 Manages and organizes the participation of students in initiative-based scientific research and project work with an innovative perspective, and ensures that developments are brought to a commercial level.

2.3.13 Participates in the work of organizing committees of scientific, scientific-technical, scientific-practical conferences, symposiums, seminars.

**2.4 Educational work**

2.4.1 Participates in educational work, including through the educational process, aimed at informing:

- value-oriented attitude to the chosen specialty, independent creative thinking, leadership qualities and the ability to work in a team;

- respect for national and universal spiritual and moral values, patriotism, internationalism;

- active civic position, the need to participate in the socio-political, economic and cultural life of the republic and the university, a conscious attitude towards one’s rights and responsibilities;

- striving for a healthy lifestyle, motivation for self-development, self-improvement, awareness and acceptance of responsibility for one’s destiny;

2.4.2 The need to know the state, Russian, and foreign languages;

2.4.3 Participates in the work of the Department of:

- legal and patriotic education of students and staff of the department;

- conducting thematic events that help broaden the horizons of students and postgraduates;

- propaganda of scientific, technical, social, humanitarian, economic and legal knowledge.

2.4.4 Carries out assignments on educational and organizational work at the department, faculty, and university in accordance with the department’s work plan and individual work plan.

2.4.5 Takes part in public life, cultural and sports events of the faculty and the university.

**2.5 Career guidance work**

2.5.1 Participates in the career guidance of schoolchildren and college students in the department's specialties.

2.5.2 Participates in the development of:

- development of advertising and information materials for the department’s educational programs;

- establishing business cooperation with educational institutions, the media and the public on issues of admission and study at the university under the educational programs of the department;

- conducting interviews with applicants and their parents;

- conducting marketing activities to study the labor market, identifying the most popular specializations and professional needs of applicants;

- conducting creative entrance examinations.

2.5.3 Participates in the implementation of public-private partnerships with enterprises and organizations (concluding direct contracts, studying the labor market, organizing and monitoring the employment of graduates, creating a graduate database and providing assistance in finding employment to unemployed graduates of the last three years, tracking the career growth of graduates, feedback from managers).

**2.6 Work on integration into the global educational space**

2.6.1 Participates in the organization, implementation and development of internal/external academic mobility at the department:

- provides advisory assistance in preparing proposals for a list of organizations involved in cooperation to ensure academic mobility;

- participates in the search and implementation of new programs and projects for the development of academic mobility, including the search for extra-budgetary funding to support mobility;

- provides regulatory and methodological support for academic mobility (concluding contracts (agreements) with Kazakhstani and foreign universities and organizations, coordinating curricula of disciplines (modules), developing information packages (course catalogs), summer semester catalogs, etc.);

- organizes information support for internal and external academic mobility of students and the Department staff (presentations of educational and scientific programs, consultations for students, teachers, staff on issues of academic mobility, etc.);

2.6.2 Participates in the preparation of materials for certification, international accreditation of the department’s educational programs and for participation in international rankings.

**2.7 Job responsibilities:**

2.7.1 Ensuring confidentiality of proprietary information.

2.7.2 Compliance with established deadlines when completing tasks and assignments.

2.7.3 Timely completion of fluorographic examination and obtaining permission to work.

2.7.4 Preventing corruption risks.

2.7.5 The degree of fulfillment of the public departmental workload in accordance with the IP of the PPS.

2.7.6 Officials are required to participate in volunteer activities 4 times a year.

**3 Rights**

A postdoctoral fellow has the right to:

1) provide appropriate conditions for carrying out professional activities;

2) receive protection of intellectual property in the form of tangible assets (scientific, methodological works, patents, certificates of intellectual property, software, educational and information technologies, etc.), which serve as a source of educational and economic activity of the university;

3) submit proposals for improving the department’s activities to the management for consideration;

4) improve your qualifications in areas of professional activity;

5) participate in volunteer activities (events) for at least 2 hours per academic year.

**4 Responsibilities**

The postdoctoral fellow is responsible for:

1) improper performance and non-performance of his official duties stipulated by this job description;

2) violation of the Internal Rules of the Company;

3) offences committed in the course of carrying out their activities, within the limits determined by the current administrative, criminal and civil legislation of the RK;

4) providing reliable and high-quality requested information;

5) disclosure of confidential information;

6) causing material damage to the Company, as provided for by the current legislation of the RK;

7) failure to comply with the standards of pedagogical ethics;

8) violation of the terms of the individual employment contract;

9) failure to comply with labor protection, safety and fire safety rules and regulations;

10) use of the department’s material and technical resources not for their functional purpose;

11) allowing corruption risks when performing duties;

12) failure to comply with corporate ethics by teachers and employees of the Company;

13) failure to comply with oral and written orders from management.

**5 Interrelations**

5.1 The postdoctoral student directly interacts with the head of the department and the staff of the department, the Scientific and Innovation HUB.

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

|  |  |  |
| --- | --- | --- |
| **APPROVAL SHEET** | | |
| Position, full name | Date of approval | Signature |
| Director of HR service  Zhakisheva A. E. | 20 | *(signature)* |
| Acting Head of the DLS and public procurement  Sabitova R. A. | 20 | *(signature)* |
| Standard control:  Quality engineer of the OS and QMS  Bayakhmetova G. S. | 20 | *(signature)* |

**Appendix B**

(mandatory)

F СS QMS 4.01.6/02

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

**Appendix C**

(mandatory)

F СS QMS 4.01.6/03

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERIODIC INSPECTION RECORD SHEET** | | | | |
| Order number and date | Test results | Date of entry | Full name of the person who made the entry | Signature of the person making the entry |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix D**

(mandatory)

F СS QMS 4.01.6/04

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CHANGE AND ADDITION REGISTRATION SHEET** | | | | | |
| Change order number | Reason (No., date of order) | Date of introduction of the change | Date of change | Full name of the person who made the change | Signature of the person who made the change |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |