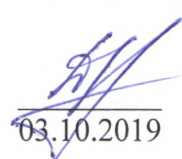



**NON-COMMERCIAL JOINT STOCK COMPANY
"WEST KAZAKHSTAN MARAT OSPANOV MEDICAL UNIVERSIT »**

**Approved by the decision
of the Board of the NJSC
"West Kazakhstan Marat Ospanov Medical University"
(minutes No. 5 of October 03, 2019)**

**REGULATION
ON QUALIFICATION REQUIREMENTS FOR THE POSITIONS OF TEACHERS AND
EQUIVALENT TO THE PERSONNEL OF NJSC "WEST KAZAKHSTAN MARAT OSPANOV
MEDICAL UNIVERSITY"**

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	<p align="center">Non-commercial joint stock company "West Kazakhstan Marat Ospanov Medical University"</p>	<p align="center">Date: 03.10.2019</p>	<p align="center">Edition: the first</p>
	<p align="center">Regulation on qualification requirements for the positions of teachers and equivalent to them personnel of njsc "West Kazakhstan Marat Ospanov Medical University"</p>	<p align="center">P WKMU 04-22</p>	<p align="center">pp. 2 of 19</p>

1. GENERAL PROVISIONS

1.1. Qualification requirements for the positions of teaching staff (hereinafter - TS) of NJSC "West Kazakhstan Marat Ospanov Medical University" (hereinafter referred to as Qualification Requirements and University) are developed in accordance with the current legislation of the Republic of Kazakhstan in the field of education, health and labor, Order of the Minister of Labor and social protection of the population of the Republic of Kazakhstan dated May 21, 2012 No. 201-ө-м "On approval of the Qualification Directory of the positions of managers, specialists and other employees", Order of the Minister of Education and Science of the Republic of Kazakhstan dated July 13, 2009 No. 338 "On approval of Standard Qualifications characteristics of the positions of teachers and equivalent persons", the Charter of NJSC "West Kazakhstan Marat Ospanov Medical University"

1.2. Qualification requirements for the teaching staff are the basis for:

- drafting regulations on structural units that determine their role and place at the University;
- development of job descriptions, fixing their duties, rights and responsibilities;
- selection and placement of personnel during the competitive substitution of pedagogical positions and persons equated to them;
- providing an effective personnel management system;
- certification of teaching staff.

1.3. Qualification requirements apply to the following posts: first vice-rector (Provost), vice-rector for educational work, vice-rector for clinical and scientific work, vice-rector for strategic development and international cooperation, dean of the faculty, deputy dean of the faculty, head of the department, professor, associate professor, senior lecturer teacher / assistant.

1.4. Qualification characteristics are designed to facilitate the proper selection and placement of personnel, increase their professional qualifications, rational division of labor, create an effective mechanism for the separation of functions, powers and responsibilities between employees, as well as establish common approaches in determining their Position duties and qualification requirements for them.

1.5. The qualification profile of each position consists of three sections: "Position duties", "Must Know", "Qualification Requirements». The section "Position duties" contains the main labor functions for the employee holding this position.


The "Must Know" section contains the basic requirements for an employee with regard to special knowledge, as well as knowledge of legislative and regulatory acts, regulations, instructions and other materials, methods and means that an employee must apply in the performance of his duties.

The section "Qualification Requirements" defines the level of professional training of an employee necessary to fulfill the stipulated duties, and the requirements for work experience.

1.6. The types of work most characteristic for each position are presented in the qualification characteristics. Therefore, when developing job descriptions, it is allowed to clarify the list of functions that are characteristic of the corresponding position in specific organizational and technical conditions, and the requirements for the necessary special training of employees are established.

1.7. Upon assuming the position provided for by these qualification characteristics, the employee confirms and guarantees that he is not prohibited from teaching or medical activity by a court sentence or medical report, and also that he does not have a criminal record that has not been canceled or removed in the manner prescribed by law, and which or contraindications known to him, limiting or prohibiting his labor activity according to the specified job description of the position (profession).



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QUALIFICATION REQUIREMENTS

2. First Vice-Rector (Provost), Member of the Management Board

2.1. Position duties

Provides guidance for the activities of the structural units of the healthcare organization subordinate to it, organizes their work, ensures the implementation of their functionality and effective interaction.

Participates in the University development program, which includes specific measures to develop and enhance the competitiveness of the University;

He chooses a strategy and determines the development priorities of the University, defines methods for achieving goals, substantiates the choice of goals and tools for achieving goals, coordinates the strategic development and international cooperation of the University.

Chooses a strategy and determines the development priorities of the University, defines methods for achieving goals, substantiates the choice of goals and ways for achieving them, coordinates the strategic development and international cooperation of the University.

Provides the Chairman of the Management Board - Rector (hereinafter - the Rector) with draft management decisions on the strategic development of the University;

Organizes activities for monitoring the implementation by the structural units of the organization of strategic goals, objectives and activities of the development plan;

Organizes activities on the compiling reports on the implementation of the Development Plan and the Strategy (strategic plan) of the organization development with proposals for further development prospects, for subsequent submission to the rector;

Participates in the development of innovative and investment activities of the University, an advertising strategy related to its further development;

Represents, within the limits of competence, an organization in state bodies, organizations, courts, universities and higher bodies.

Reports on his work at a meeting of the Board of Directors, the Management Board, the Scientific Council and to the Chairman of the Management Board, the Rector of the University.

2.2. Must know:

The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, the Code of the Republic of Kazakhstan "On the Health of the People and the Health Care System", the laws of the Republic of Kazakhstan "On Combating Corruption", "On Languages in the Republic of Kazakhstan", "On Education", "On Science", Strategic Plan of the Ministry of Health of the Republic of Kazakhstan for 2017-2021, Message from the President of the Republic of Kazakhstan "Strategy Kazakhstan-2050: a new political course for a successful state," economic methods of managing the organization, organizing planned work, theoretical foundations of social hygiene, management systems in health care, the market conditions for medical services, wage systems and forms of material incentives, rules and standards of safety and labor protection, industrial sanitation and fire safety.

2.3. Qualification requirements:

Higher medical education, academic degree / academic degree PhD, seniority in senior positions in the healthcare sector for at least 3 years, retraining in the specialty "Management in healthcare". Preferred English proficiency at a level not lower than Intermediate.


For the position of the First Vice-Rector (Provost), domestic and foreign specialists who meet these qualification requirements may be involved.

3. VICE-RECTOR FOR EDUCATIONAL WORK, MEMBER OF THE BOARD

3.1. Position duties

Supervises the current and future planning, organization, control and analysis of the educational, methodological work of the university, informatization of education, as well as the development of a



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strategy for the development of these activities of the university and the improvement of their forms and methods.

Ensures the stable functioning of all areas of the educational process of the University based on the latest achievements in the use of the latest achievements of engineering and technology, domestic and foreign experience in education, the use of progressive forms of management and labor organization.

Provides guidance and control over the preparation of all necessary documentation for educational and methodological and educational activities of the supervised units.

Provides for the implementation of SCES, educational programs of specialties.

Organizes work on the creation of educational and methodological support for the educational process.

Monitors the quality of educational and educational processes and the objectivity of evaluating the results of educational training of students in order to ensure the training of highly qualified specialists.

Carries out administrative management of entrusted structural units, as well as faculties and departments in the areas of their activities.

Supervises the work of the Academic Council of the University, organizes the preparation of meetings of the Academic Council and presides over them, draws up an annual report on the results of the educational and methodical work of the University.

Coordinates the activities of the university departments in preparing for the institutional and specialized accreditation of the university educational programs, participation in the university ranking system.

Manages the maintenance and development of the university's quality management system in accordance with international and national standards.

Coordinates the transfer and restoration of students and the preparation of lists of students applying for a state educational grant.

Takes measures to provide entrusted units with qualified personnel, to conduct regular professional development of teaching staff, timely conduct competitive substitution and certification of employees of entrusted units, accreditation and licensing of new specialties (if necessary).

Coordinates the work of entrusted structural units.

Takes measures to implement the social policy of the University: creating favorable conditions for study, work and leisure of students, faculty, medical care and living conditions in hostels.

Coordinates the activities of structural units implementing measures to broaden the horizons of students, forming a value-based attitude to their chosen specialty, fostering Kazakhstani patriotism, respect for state symbols, respect for folk traditions and intolerance to any anti-constitutional and anti-social manifestations of youth.

Carries out a set of measures for the upbringing, education, development and social protection of the individual, legal education of students.

Monitors and regulates the load of the teaching staff and students.

Ensures the selection, rational placement and use of teaching staff in accordance with the University Development Program, and measures for its implementation.

Organizes and conducts university meetings, training seminars, conferences, round tables and other events on educational and methodological issues.


Contributes to the comprehensive development of mentoring, adaptation of newly adopted faculty / staff.

Provides control over compliance with the requirements of legislative and other regulatory legal acts on labor protection, safety measures and the creation of safe working conditions.

Prepares an annual report on the performance of the relevant structural units of the university.

Takes measures and creates conditions for combating corruption within the limits of its authority.



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Reports on her work at a meeting of the Board of Directors, the Management Board, the Scientific Council and to the Chairman of the Management Board - the Rector of the university.

3.2. **Must know:**

The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, the Code of the Republic of Kazakhstan "On the Health of the People and the Health Care System", the laws of the Republic of Kazakhstan "On Education", "On Combating Corruption", "On Languages in the Republic of Kazakhstan", the Strategic Plan Ministry of Health of the Republic of Kazakhstan for 2017-2021, Message from the President of the Republic of Kazakhstan "Strategy of Kazakhstan-2050: a new political course of the established state", regulatory legal acts on the organization's management, organization of planned work, theoretical foundations of social hygiene, management systems in healthcare, business conditions the market of medical and educational services, forms of material incentives, rules and standards of safety and labor protection, industrial sanitation and fire safety.

3.3. **Qualification requirements:**

higher medical education, academic degree / academic degree PhD, seniority in senior positions in the healthcare sector for at least 3 years, retraining in the specialty "Management in healthcare" English proficiency at a level not lower than Intermediate is preferred.

4. **VICE-RECTOR FOR CLINICAL AND SCIENTIFIC WORK, MEMBER OF THE MANAGEMENT BOARD**

4.1. **Position duties**

Helps to increase the prestige of the University, the development and implementation of policies and programs for the university development, the implementation of the decisions of the Scientific Council and instructions of the Rector, the expansion of external relations, the effective work of deans and heads of supervised units.

Contributes to the unity of the educational, clinical and scientific processes, the introduction of the best practices of medical science into the educational process and the conduct of scientific research in close connection with the educational process and is responsible for the implementation and quality of scientific and research work.

Draws up strategic, perspective and current plans for research work at the university, organizes and supervises the research and innovation activities of the university departments, structures responsible for the development of scientific and clinical activities of the university.

Coordinates the development and implementation of innovative research programs, thematic plans, seminars, conferences and grant activities, contracts with business entities, patent and licensing activities, registration of inventions and rationalization proposals.

Supervises international cooperation related to the implementation of clinical, scientific and publishing activities.

Coordinates the monitoring of the level of criterion indicators of state accreditation for the university in research and innovation.


Organizes and coordinates the participation of university staff in national and international competitions of scientific projects and grants.

Leads the development of technical tasks, methodological and work programs, feasibility studies, forecasts and proposals for the development of the medical industry, other planning documents and teaching materials.

Carries out scientific management of the work provided for in the thematic plan of the university, coordinates the ultimate goals and expected results.

Determines the need for departments, scientific and practical center, laboratories, clinics in equipment, materials and other resources and takes measures to provide units with necessary resources, the preservation of resources, their rational use.



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Monitors and directly supervises the activities of structural units, ensures effective interaction of structural units, directs their actions to the development and improvement of the services provided, their compliance with state standards.

Implements and promotes the widespread use of modern treatment methods in clinics and is responsible for its effectiveness.

Coordinates the interaction between representatives of science and practice.

Coordinates the monitoring of the level of criterion indicators of state accreditation for the university in research and innovation.

Organizes and coordinates the participation of university staff in national and international competitions of scientific projects and grants.

Leads the development of technical tasks, methodological and work programs, feasibility studies, forecasts and proposals for the development of the medical industry, other planning documents and teaching materials.

Carries out scientific management of the work provided for in the thematic plan of the university, coordinates the ultimate goals and expected results.

Determines the need for departments, scientific and practical center, laboratories, clinics in equipment, materials and other resources and takes measures to provide units with necessary resources, the preservation of resources, their rational use.

Monitors and directly supervises the activities of structural units, ensures effective interaction of structural units, directs their actions to the development and improvement of the services provided, their compliance with state standards.

Implements and promotes the widespread use of modern treatment methods in clinics and is responsible for its effectiveness.

Coordinates the interaction between representatives of science and practice.

Supervises and coordinates the organization of advanced training of the faculty of clinical departments and medical personnel of clinics.

Organizes scientific conferences and seminars in accordance with the approved plans of the university, the Ministry of Healthcare and the Ministry of Education and Science of the Republic of Kazakhstan.

Makes suggestions for improving the scientific and clinical work of the university.

Provides assistance in organizing and supervising student's research work.

Coordinates the joint activities of the university and public health departments of the West Kazakhstan region in protecting public health and monitors the implementation of joint plans and programs.

Ensures the implementation of comprehensive targeted programs of the Ministry of Healthcare and the Ministry of Education and Science of the Republic of Kazakhstan

Develops scientific, scientific, methodological and scientific-industrial cooperation with organizations and enterprises of the region, the Republic of Kazakhstan, countries of near and far abroad.

Supervises the organization of clinical training of university students.

Carries out the operational management of the university's clinics in providing medical care to the population within the framework of the state order and on a paid basis, with the subsequent development of measures aimed at improving the results of activities, with the subsequent development of measures.


Controls the distribution and implementation of the clinical burden among the faculty.

Carries out and supervises the work on the implementation of the personnel policy of the supervised units, determination of its main areas in accordance with the University Development Program, and measures for its implementation.

Conducts an assessment of the performance of structural units, reporting units.

Provides improved quality of medical services in the field of e-health.



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Supervises the training of personnel reserve of managers in structural divisions, accountable supervised divisions.

Promotes the comprehensive development of mentoring, adaptation of newly hired employees.

Provides the introduction of e-health in the university clinics as part of the implementation of the digitalization program.

Prepares an annual report on the performance of the relevant structural units of the university.

Takes measures and creates conditions for combating corruption within the limits of its authority.

Reports on his work at a meeting of the Board, the Academic Council and the university rector.

Reports on his work at a meeting of the Board of Directors, the Management Board, the Scientific Council and the Chairman of the Management Board, Rector of the University.

4.2. **Must know:**

The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, the Code of the Republic of Kazakhstan "On the Healthcare of the People and the Health Care System", the laws of the Republic of Kazakhstan "On Combating Corruption", "On Languages in the Republic of Kazakhstan", "On Science", Strategic Plan of the Ministry of Health of the Republic of Kazakhstan for 2017-2021, Message from the President of the Republic of Kazakhstan "Strategy of Kazakhstan-2050: a new political course of the established state", regulatory legal acts on the financial and economic activities of the organization, economic management methods of the organization, organization of planned work, theoretical foundations of social hygiene, management systems in healthcare, medical market conditions, forms of material incentives, safety and labor rules and standards, industrial sanitation and fire safety.

4.3. **Qualification requirements:**

higher medical education, academic degree / academic degree PhD, seniority in senior positions in the healthcare sector for at least 3 years, retraining in the specialty "Management in healthcare". English proficiency at a level not lower than Intermediate is preferred.

Admission to clinical activity and the availability of the highest qualification category.

5. **VICE RECTOR FOR STRATEGIC DEVELOPMENT AND INTERNATIONAL COOPERATION, MEMBER OF THE MANAGEMENT BOARD**

5.1. **Position duties**

Develops and implements the strategic directions of the University development, short-term and long-term university development programs in the main areas of activity, their organization and information support.

Establishes budgeting priorities and monitors expenditures to ensure guarantees of financial stability of implemented programs, organizes calculations of project implementation efficiency, analyzes the possibility of financial support of programs.

Coordinates the work on the implementation of strategic plans for the development of the university (fields of activity) at all stages, monitors the compliance of decisions made and actions taken with the main development strategy of the university, analyzes the indicators at each stage of the development strategy.


Prepares proposals for the development of new directions for the development of the university, new technologies; develops projects for technical and administrative modernization of the university.

Develops measures to prevent and reduce risks in the main areas of the University.

Carries out the planning of international activities, determines the areas of cooperation with potential strategic partners, manages the preparation of plans and agreements on cooperation with foreign organizations of education, science and health.

Provides the establishment of contractual relations on strategic partnership and cooperation with state bodies and institutions, international and national organizations of education, science and health, associations, public organizations.



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Provides contacts and relations with international and professional organizations, organizes and manages informational, advertising and marketing work on issues related to the admission of foreign citizens to study at the university.

Supervises the processes of academic mobility of students with domestic and foreign universities, business trips to other educational and health organizations of teaching staff and university staff in the framework of inter-university cooperation.

Provides organizational mechanisms for the normative and methodological support of academic mobility programs and the development of a system for assessing academic mobility, the development of a system for informing about academic mobility programs

Organizes protocol functions: organizing the reception of representatives and delegations of foreign universities in accordance with the existing provisions and instructions, correspondence with foreign potential and current partners, ensuring the signing of protocols and agreements on international cooperation.

Ensures compliance with migration laws.

Organizes the process of training foreign citizens, preparing, in the prescribed manner, applications in English to educational documents issued by foreign students, ensuring compliance with the procedure for considering citizens' appeals, and conducting personal reception of citizens on issues within the scope of activity.

Provides development of programs at the invitation of prominent scientists and leading experts in the field of education and healthcare for lecturing within the framework of academic mobility and the development of partnerships between the University and foreign universities, enterprises, and research centers.

Promotes the comprehensive development of mentoring, adaptation of newly hired employees.

Prepares an annual report on the performance of the relevant structural units of the university.

Represents the interests of the University in relations with the Ministry of Healthcare of the Republic of Kazakhstan and the Ministry of Education and Science of the Republic of Kazakhstan, higher educational institutions, enterprises and organizations within its powers.

Takes measures and creates conditions for combating corruption within the limits of its authority.

Reports on her work at a meeting of the Academic Council and to the rector of the university.

Reports on her work at a meeting of the Board of Directors, the Management Board, the Scientific Council and to the Chairman of the Management Board, the Rector of the University.

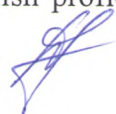
Provides control over compliance with the requirements of legislative and other regulatory legal acts on labor protection, safety measures and the creation of safe working conditions.


5.2. **Must know:**

The Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, the Code of the Republic of Kazakhstan "On the Health of the People and the Health Care System", the laws of the Republic of Kazakhstan "On Accounting and Financial Reporting", "On Combating Corruption", "On Languages in the Republic of Kazakhstan", "Strategic Plan of the Ministry of Healthcare of the Republic of Kazakhstan for 2017-2021, Message from the President of the Republic of Kazakhstan dated December 14, 2012," Strategy of Kazakhstan-2050: a new political course for a successful state, "normative legal acts on the financial and economic activities of the organization, economic methods of managing the organization, the organization of planned work, the theoretical foundations of social hygiene, management systems in healthcare, the market conditions for medical services, wage systems and forms of material incentives, labor legislation, rules and standards of safety and labor protection, production sanitation and fire safety.

5.3. **Qualification requirements:**

higher medical education, academic degree / academic degree PhD, seniority in senior positions in education and healthcare for at least 3 years corresponding to the profile of work, retraining in the specialty "Management in healthcare". English proficiency at a level not lower than Intermediate is preferred.



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6. DEAN OF THE FACULTY

6.1. Position duties

Develops a faculty development strategy, strengthens and develops external relations with employers and educational authorities.

Investigates the market of educational services and the labor market in the areas of specialties for training specialists at the faculty.

Supervises educational and scientific work at the faculty, ensures the implementation of educational programs of specialties.

Organizes the work on the creation of educational and methodological support for the educational process, educational and methodological, scientific and methodological, inter-department meetings, seminars and conferences.

Administers the faculty and students of the faculty.

Approves individual curricula of students, provides full support for students of the faculty (guidebook, IP, etc.).

Supervises and regulates the organization of the educational process, training workshops and professional practices at the faculty.

Organizes control over the independent work of students under the guidance of a teacher, the implementation of individual student curricula.

Prepares a presentation for the transfer of students from course to course. Carries out the admission of students to examination sessions. Gives permission for early passing and retaking exams.

In necessary cases creates a commission for examinations and tests.

Allows students to pass state exams, to defend their thesis (project).

Provides a process for encoding examination sheets when conducting written exams.

Timely submits submissions to enrollment, expulsion and restoration of students.

Prepares a presentation on the appointment of scholarships to students of the faculty in accordance with the Rules for the payment of state scholarships to certain categories of students in educational institutions.

Coordinates all activities conducted with students of the faculty.

Provides the introduction of new learning technologies and students' knowledge control.

Determines the personnel policy at the faculty, departments and submits to the Chairman of the Board - Rector of candidates for the dean's office.

Organizes, supervises and takes part in international educational activities at the faculty.

Supervises the work of the Faculty Council.

Organizes advanced training of specialists with higher education in the field of education in the direction and profiles of the faculty.

Carries out work to strengthen and develop the material and technical base of the faculty.

Organizes the accounting of the current control of academic performance, intermediate certification of students and attendance of training sessions by students.

Encourages the best employees and applies disciplinary measures to motivate faculty staff.

Takes measures and creates conditions for combating corruption within the limits of its authority. Provides anti-corruption measures at the faculty.


Supervises the implementation by students and employees of the department of labor protection and safety rules, industrial sanitation and fire safety. Fulfills the rules and norms of labor protection, safety measures and fire protection.

Reports on his work to the Board and the Academic Council of the University on the main issues of the faculty.

6.2. Must know:

The Constitution of the Republic of Kazakhstan, laws of the Republic of Kazakhstan: Code of the Republic of Kazakhstan "On the health of the people and the healthcare system", "On education", "On science", "On combating corruption", "On languages in the Republic of Kazakhstan" and other



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regulatory legal acts governing the functioning and development of the higher education system; theory and methods of managing educational systems; the procedure for compiling curricula; rules for maintaining documentation on academic work; pedagogy, physiology, psychology; vocational training methodology; modern forms and methods of teaching and educating students; fundamentals of economics, labor law; rules and norms of labor protection, safety measures and fire protection.

6.3. Qualification requirements:

higher medical education, the presence of a scientific degree / academic degree PhD, seniority in senior positions or scientific and pedagogical experience of at least 3 years. English proficiency at a level not lower than Intermediate is preferred.

7. DEPUTY DEAN

7.1. Position duties

Under the guidance of the dean, he (she) supervises and regulates the organization of the educational process, training workshops and professional practices at the faculty.

Monitors the current performance and attendance of students.

Organizes and conducts scientific and methodological meetings, seminars and conferences.

Provides the organization and implementation of educational programs of specialties.

Organizes control over the independent work of students under the guidance of a teacher, the implementation of individual student curricula.

Prepares a presentation for the transfer of students from course to course. Carries out the admission of students to examination sessions. Gives permission for early passing and retaking exams.

Allows students to pass state exams, to defend their thesis (project).

Provides a process for encoding examination sheets when conducting written exams.

Timely submits submissions to enrollment, expulsion and restoration of students.

Prepares a presentation on the appointment of scholarships to students of the faculty in accordance with the Rules for the payment of state scholarships to certain categories of students in educational institutions.

Coordinates all activities conducted with students of the faculty.

Provides the introduction of new learning technologies and students' knowledge control.

Carries out the preparation of draft plans for the work of the faculty, the preparation of meetings of the faculty council.

Reports on his work to the Faculty Council, a meeting of the dean's office on the main issues of the educational and scientific activities of the faculty.

Organizes the accounting of the current control of academic performance, intermediate certification of students and attendance of training sessions by students.

Submits for consideration by the faculty council issues related to improving the educational process and improving the quality of student training.

Supervises the implementation by students, employees of departments and the dean of the rules of labor protection and safety, industrial sanitation and fire safety. Fulfills the rules and norms of labor protection, safety measures and fire protection.

Under the guidance of the dean he organizes and supervises the work of group curators.

Under the guidance of the dean, he takes measures and creates conditions for combating corruption within his powers. Provides anti-corruption measures at the faculty.


Submits a report on the work of the faculty to the University management in a timely manner.

Reports on his work to the Faculty Council and the dean.

7.2. Must know:

The Constitution of the Republic of Kazakhstan, the Code of the Republic of Kazakhstan "On the health of the people and the health care system", laws of the Republic of Kazakhstan: "On education", "On science", "On combating corruption", "On languages in the Republic of Kazakhstan" and other regulatory legal acts governing the functioning and development of the higher education system; main



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directions and prospects for the development of the education system; domestic and foreign achievements on the educational process; methods for improving academic work; pedagogy, psychology; theory and methodology of educational work; basic scientific problems in the relevant specialty; current regulatory documents on retraining and advanced training of personnel; state compulsory education standards; rules for maintaining documentation on academic work; fundamentals of economics, labor law; rules and norms of labor protection, safety measures and fire protection.

7.3. Qualification requirements:

higher professional education, the presence of a scientific degree / academic degree or scientific and pedagogical work experience of at least 3 years. English proficiency at a level not lower than Intermediate is preferred.

8. HEAD OF THE CENTER

8.1. Position duties

Develops a strategy for the development of the Center in areas and specialties of training, strengthens and develops external relations with employers and public health and education authorities.

Studies the market of educational services and the labor market in the areas and specialties of training at the Center. Forms proposals to improve the organization of the educational process in the profile of the Center.

Organizes the work and directs the Center.

Develops a quality training system within the Center. Provides mentoring and adaptation of newly hired employees.

Defines pedagogical methods and teaching aids in order to ensure the high quality of the educational process. Organizes the conduct of all types of training sessions in all forms of training of the Center.

Holds meetings of the Center on issues of discussion of planned and current issues of educational, scientific and methodological work of employees and students.

Provides the development of syllabuses and control and measuring materials for the disciplines of the Center. Prepares conclusions for syllabuses of other departments of the university.

Approves individual work plans for teachers. Carries out the distribution of pedagogical load and functional duties between the employees of the Center and controls the timeliness and quality of their implementation.

Submits the Centre's work plans for approval by the vice-rector of the relevant profile. It monitors the implementation of the quality of the Center's work plans and individual plans and other types of work of the Center's teachers. Monitors and the implementation of individual plans of teachers of the department employees.

Selects modern technical training aids and new information technologies during training sessions and provides the possibility of their use.

Conducts all types of training sessions, manages course and diploma projects, research work and dissertations of undergraduates and doctoral PhD students.

Organizes a discussion of completed research projects and the results of the possibility of their implementation.


Creates the conditions for the formation of students' competencies, ensuring the success of future professional activities of graduates.

Provides examinations, tests, as well as intermediate tests of students in the disciplines. It analyzes their results and reports on them at the meetings of the Center.

Supervises the research work of students. Organizes a discussion of completed research projects and the results of opportunities or their implementation. Provides the ability to publish scientific results.

Controls the quality of intermediate certification and current control of students in the disciplines of the Center.



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Provides compilation of conclusions on textbooks, teaching and teaching aids. Organizes and takes a direct part in the preparation of textbooks, visual aids and teaching materials of the Center.

Promotes the dissemination of the experience of leading teachers of the Center. Provides educational and methodological assistance to beginning teachers. Supervises the training of scientific and pedagogical personnel.

Plans advanced training for teachers of the Center.

Participates in the work of educational-methodical commissions in the areas of training within the university and at the interuniversity level.

Establishes ties with educational institutions and other organizations in order to provide scientific and methodological assistance.

Provides and takes part in the international activities of the teaching staff of the department. It ensures the participation of the teaching staff of the department and students in the academic mobility programs of the university.

Provides mastery of the teaching staff of the department in English at least Intermediate level according to the University Development Program.

Provides the staffing of the department and the degree of teaching staff.

Participates in the development of the staffing of the Center.

Provides compilation and storage of all types of documentation and reporting of the Center.

Ensures the implementation of the main activities of the Center, key indicators. It reports on the results of the Center.

Provides a rational distribution of responsibilities between the staff of the Center, contributes to the creation of a normal psychological climate in the team.

Takes measures and creates conditions for combating corruption in the Center within the limits of its authority.

Supervises the students and employees of the department of the Center for labor protection and safety, industrial sanitation and fire safety. Fulfills the rules and norms of labor protection, safety measures and fire protection.

Reports on her work to the Board, the Academic Council of the University and to the supervising vice-rector.

8.2. **Must know:**

The Constitution of the Republic of Kazakhstan, the Code of the Republic of Kazakhstan "On the health of the people and the health care system", laws of the Republic of Kazakhstan: "On education", "On science", "On combating corruption", "On languages in the Republic of Kazakhstan" and other regulatory legal acts governing the functioning and development of the higher education system; the procedure for the development and approval of curricula and programs for groups of specialties and specializations; theory and methods of managing educational systems; the procedure for compiling curricula; rules for maintaining documentation on academic work; pedagogy, physiology, psychology and vocational training methods; modern forms and methods of teaching and educating students; fundamentals of economics, labor law; rules and norms of labor protection, safety measures and fire protection.

8.3. **Qualification requirements:**

higher medical education, academic degree / academic degree PhD, work experience of at least 3 years of scientific and pedagogical activity or specialty, certificate of specialist / admission to clinical activity and it is desirable to have the highest or first medical category in the specialty.


English proficiency at a level not lower than Intermediate is preferred.

9. **HEAD OF DEPARTMENT**

9.1. **Position duties**

Develops a department development strategy in areas and areas of training, strengthens and develops external relations with employers and public health and education management bodies.



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Investigates the market of educational services and the labor market in the areas and specialties of training at the department. Forms proposals to improve the organization of the educational process in the profile of the department.

Organizes the work of the department and directly leads the department.

Develops an intra-department quality system for training specialists. Provides mentoring and adaptation of newly hired employees.

Defines pedagogical methods and teaching aids in order to ensure the high quality of the educational process. Organizes the conduct of all types of training sessions in all forms of training of the department.

Holds meetings of the department on issues of discussion of planned and current issues of educational, scientific, methodological work of employees and educational work with students.

Provides the development of syllabuses and control and measuring materials for disciplines in the disciplines of the department. Prepares conclusions for syllabuses of other departments of the university.

Approves the work plans of the department and the individual work plans of the teachers of the department. Carries out the distribution of pedagogical load and functional duties between the employees of the department and controls the timeliness and quality of their performance.

Submits for approval to the dean of the faculty the work plans of the department and the individual work plans of the teachers of the department. Monitors the implementation of the department work plans and individual work plans of the department's teachers. Controls the quality and implementation of individual plans of teachers of the department and other types of work of employees.

Chooses modern technical training aids and new information technologies during training sessions and provides the possibility of their use.

Conducts all types of training sessions, manages course and diploma projects, research work and dissertations of undergraduates and doctoral PhD students.

Organizes a discussion of completed research projects and the results of the possibility of their implementation.

Creates the conditions for the formation of students' competencies, ensuring the success of future professional activities of graduates.

Organizes and supervises the study, production, and pedagogical practice of students, term papers and dissertations.

Provides for conducting course exams and tests, as well as intermediate tests of students in individual disciplines. Analyzes their results and reports about them at the meetings of the department.

Supervises the research work of students. Organizes a discussion of completed research projects and the results of opportunities or their implementation. Provides the ability to publish scientific results.

Controls the quality of intermediate certification and current control of students in the disciplines of the department; analyzes their results and reports at the meetings of the department.

Provides compilation of conclusions on textbooks, teaching and teaching aids. Organizes and takes a direct part in the preparation of textbooks, visual aids and teaching materials of the department.

Participates in the pedagogical and research work of the department. It studies, summarizes and disseminates the experience of the leading teachers of the department. Provides educational and methodological assistance to beginning teachers of the department. Supervises the training of scientific and pedagogical personnel.


Plans for advanced training of teachers of the department.

Participates in the work of educational-methodical commissions in the areas of training within the university and at the interuniversity level.

Establishes ties with educational institutions and other organizations in order to provide scientific and methodological assistance.

Provides and takes part in the international activities of the teaching staff of the department. It ensures the participation of the teaching staff of the department and students in the academic mobility programs of the university.



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Provides mastery of the teaching staff of the department in English at least Intermediate level according to the University Development Program.

Provides the staffing of the department and the degree of teaching staff.

Participates in the development of the staffing of the department.

Provides compilation and storage of all types of documentation and reporting of the department.

Ensures the implementation of the main activities of the department, key indicators. It reports on the results of the department.

Provides a rational distribution of responsibilities between the staff of the department, helps to create a normal psychological climate in the team.

Takes measures and creates conditions for combating corruption within the limits of its authority. Provides anti-corruption measures at the department.

Supervises the implementation by students and employees of the department of the rules of labor protection and safety, industrial sanitation and fire safety. Fulfills the rules and norms of labor protection, safety measures and fire protection.

Reports on his work to the Faculty Council, the Academic Council and the dean of the faculty.

9.2. **Must know:**

The Constitution of the Republic of Kazakhstan, the Code of the Republic of Kazakhstan "On People's Health and the Health Care System", laws of the Republic of Kazakhstan: "On Education", "On Science", "On Combating Corruption", "On Languages in the Republic of Kazakhstan" and other normative legal acts governing the functioning and development of the higher education system; the procedure for the development and approval of curricula and programs for groups of specialties and specializations; theory and methods of managing educational systems; the procedure for compiling curricula; rules for maintaining documentation on academic work; pedagogy, physiology, psychology and vocational training methods; modern forms and methods of teaching and educating students; fundamentals of economics, labor law; rules and norms of labor protection, safety measures and fire protection.

9.3. **Qualification requirements:**

higher professional education, academic degree / academic degree PhD, work experience of at least 3 years of scientific and pedagogical activity, scientific publications on the profile of the department in publications recommended by the authorized body and in international peer-reviewed scientific journals.

For clinical departments, a certificate of specialist / admission to clinical activity in the taught discipline is required, the presence of the highest or first medical category in the profile of the taught discipline.

For the head of the department "Physical Culture" persons who do not have a scientific degree (candidate of sciences, doctors of sciences) or a degree of Doctor of Philosophy (PhD), doctor in profile are allowed, but awarded the honorary title of the Republic of Kazakhstan, provided for by the Law or the title of "Honored Trainer of the Republic of Kazakhstan».

English proficiency at a level not lower than Intermediate is preferred.

10. **PROFESSOR**

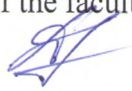
10.1. **Position duties**


Carries out the planning, organization and control of educational and educational work on supervised disciplines. Participates in scientific and methodological work on vocational education.

Conducts all types of training sessions, manages course and diploma projects, research work and dissertations of undergraduates and doctoral PhD students.

Organizes, participates and directs scientific and research work in the scientific direction of the department.

Leads the development and develops syllabuses for supervised disciplines. He takes part in the scientific and methodological work of the department as part of the methodical commission for a specialty or scientific and methodological council of the faculty, university.



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Supervises the methodological support of supervised disciplines.

Supervises and takes direct part in the preparation of textbooks, teaching and teaching aids, lecture notes and other methodological material on supervised disciplines, as well as in preparing them for publication. Makes suggestions on improving the educational and educational-methodical work of the department.

Participates in seminars, meetings and conferences, including international ones, organized as part of the research areas of the department.

Organizes and manages the research work of students, student scientific society at the department.

Takes part in advanced training of teachers of the department, provides them with the necessary methodological assistance in mastering pedagogical skills and professional skills.

Supervises the preparation of scientific and pedagogical personnel in the department, is engaged in mentoring.

Plans independent work of students in supervised disciplines.

Supervises the professional orientation work of the department.

Prepares and submits a report on the implementation of the individual plan.

Fulfills the rules and norms of labor protection, safety measures and fire protection.

10.2. **Must know:**

The Constitution of the Republic of Kazakhstan, the Code of the Republic of Kazakhstan "On the health of the people and the healthcare system", "On education", "On science", "On combating corruption", "On languages in the Republic of Kazakhstan" and other regulatory legal acts regulating functioning issues and the development of higher education; theory and methods of managing educational systems; the procedure for compiling curricula; organization of methodological, scientific, methodological, research work; state educational standards; Current status in the field of knowledge in supervised disciplines; rules for maintaining documentation on academic work; pedagogy, physiology, psychology; vocational training methodology; modern forms and methods of teaching and educating students; fundamentals of economics, labor law; rules and norms of labor protection, safety measures and fire protection.

10.3. **Qualification requirements:**

higher (or postgraduate) education, the presence of a scientific degree / academic degree PhD, academic title, at least 3 years of scientific and pedagogical activity, scientific publications on the profile of the department in publications recommended by the authorized body and in international peer-reviewed scientific journals.

For clinical departments, a certificate of specialist / admission to clinical activity in the taught discipline is required, the presence of the highest medical category in the profile of the taught discipline is desirable.

Persons who do not have a scientific degree (candidate of sciences, doctors of sciences) or a degree of Doctor of Philosophy (PhD), doctor in profile, but awarded the honorary title of the Republic of Kazakhstan, provided for by the Law or the title "Honored Trainer of the Republic of Kazakhstan" are allowed for a professor of the department "Physical Culture».

English proficiency at a level not lower than Intermediate is preferred.

11. **DOCENT**


11.1. **Position duties**

Carries out the planning, organization and control of educational and educational work on supervised disciplines. Participates in scientific and methodological work on higher education.

Conducts all types of training sessions, manages course and diploma projects and research work of undergraduates. Organizes, participates and directs scientific and research work on the profile of the department.

Carries out quality control of teachers of the department of all types of training in supervised discipline.



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Develops syllabuses in supervised disciplines. He takes part in the scientific and methodological work of the department (faculty) as part of the methodical commission in the specialty.

Takes part in seminars, meetings and conferences organized in the framework of the subject areas of research at the department, including international ones with a direction from the department.

Monitors, complements and develops methodological support of the taught disciplines.

Organizes, takes part and manages the research work at the department, including student research work and the work of the student scientific society and masters.

Takes part in continuing education and provides methodological assistance to beginning teachers in mastering teaching skills and professional qualities.

Organizes and plans independent work of students, masters.

Organizes and engages in vocational guidance with students in the specialization of the department. Participates in the promotion of scientific, technical, social and humanitarian, economic and legal knowledge.

Takes part in the development of the material and technical base of the department.

Takes part and develops textbooks and teaching aids and descriptions of laboratory work and practical exercises.

Takes part in the educational work of students.

Supervises the training of scientific and pedagogical personnel. Prepares and submits a report on the implementation of the individual plan.

Supervises the implementation by students and employees of the department of labor protection and safety rules, industrial sanitation and fire safety. Fulfills the rules and norms of labor protection, safety measures and fire protection.

11.2. **Must know:**

The Constitution of the Republic of Kazakhstan, the Code of the Republic of Kazakhstan "On the health of the people and the healthcare system", "On education", "On science", "On combating corruption", "On languages in the Republic of Kazakhstan" and other normative legal acts regulating functioning issues and the development of higher education; theory and methods of managing educational systems; the procedure for compiling curricula; rules for maintaining documentation on academic work; pedagogy, physiology, psychology; vocational training methodology; modern forms and methods of teaching and educating students; the basics of labor law; rules and norms of labor protection, safety measures and fire protection.

11.3. **Qualification requirements:**

higher (or postgraduate) education, the presence of a scientific degree / academic degree PhD, scientific publications on the profile of the department in publications recommended by the authorized body and in international peer-reviewed scientific journals.

For clinical departments, a certificate of specialist / admission to clinical activity in the taught discipline is required, it is desirable to have a medical category in the profile of the taught discipline.

For associate professor of the department "Physical Culture" are allowed persons who do not have a scientific degree (candidate of sciences, doctors of sciences) or a degree of Doctor of Philosophy (PhD), a doctor in profile, but awarded the honorary title of the Republic of Kazakhstan, provided for by the Law or the title of "Honored Trainer of the Republic of Kazakhstan».

English proficiency at a level not lower than Intermediate is preferred.


12. **SENIOR TEACHER**

12.1. **Position duties**

Organizes and conducts educational and teaching work on the taught discipline or certain types of training sessions.

Participates in one of the areas of research work of the department.



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Conducts all types of educational work. It monitors the quality of training conducted by assistants and teachers. Develops syllabuses in readable disciplines. It complements and develops methodological support for readable discipline or certain types of training sessions and academic work.

Takes part in the research work of students.

Provides methodological assistance to assistants and teachers in mastering pedagogical skills and professional skills.

Takes part in the scientific and methodological work of the department as part of the methodical commission in the specialty.

Participates in vocational guidance for schoolchildren.

Takes part in the development and improvement of the material and technical base of the department.

Supervises the students' observance of the rules on labor protection and safety and fire safety during training, laboratory work and practical exercises. He takes an active part in the educational work of students.

Takes part in the preparation of textbooks, educational and teaching aids, developments, work programs and other types of educational and methodical work of the department. Prepares and submits a report on the implementation of the individual plan.

Fulfills the rules and norms of labor protection, safety measures and fire protection.

12.2. **Must know:**

The Constitution of the Republic of Kazakhstan, the Code of the Republic of Kazakhstan "On the health of the people and the healthcare system", "On education", "On science", "On combating corruption", "On languages in the Republic of Kazakhstan" and other regulatory legal acts regulating functioning issues and the development of higher education; educational and scientific disciplines in their profile; rules for maintaining documentation on academic work; pedagogy, physiology, psychology; vocational training methodology; modern forms and methods of teaching and educating students; the basics of labor law; rules and norms of labor protection, safety measures and fire protection.

12.3. **Qualification requirements:**

higher professional education, academic master's degree in specialty, work experience of at least 5 years of scientific and pedagogical activity.

For clinical departments, a certificate of specialist / admission to clinical activity in the taught discipline is required, it is desirable to have a medical category in the profile of the taught discipline.

English proficiency at a level not lower than Intermediate is preferred.

13. **TEACHER / ASSISTANT**

13.1. **Position duties**

Organizes and conducts educational and teaching work on all types of training sessions, except for lectures.

Participates in one of the areas of research work of the department.


Under the guidance of a professor, associate professor (associate professor) or senior teacher, develops or takes part in the development of methodological manuals on the types of classes and academic work. He takes an active part in educational work with students. He takes part in the leadership and organization of research work of students. He takes part in vocational guidance for schoolchildren.

Takes an active part in the development and implementation of measures to strengthen, develop, provide and improve the material and technical base of the educational process, the equipment of educational units and laboratories.

Supervises the students' observance of the rules on labor protection and safety and fire safety during training, laboratory work and practical exercises.

Under the guidance of a professor, associate professor, senior lecturer (curator of the discipline), he organizes and plans methodological and technical support for training sessions. Forms the students' skills



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in working with educational, special, scientific literature, manuals, teaches to independently conduct experiments and summarize the results.

Participates in seminars, meetings and conferences, including international, organized within the framework of the subject areas of scientific research of the department, with a direction from the department. Prepares and submits a report on the implementation of the individual plan.

Fulfills the rules and norms of labor protection, safety measures and fire protection.

13.2. **Must know:**

The Constitution of the Republic of Kazakhstan, the Code of the Republic of Kazakhstan "On the health of the people and the healthcare system", "On education", "On science", "On combating corruption", "On languages in the Republic of Kazakhstan" and other normative legal acts regulating functioning issues and the development of higher education; theory and methods of managing educational systems; the procedure for compiling curricula; rules for maintaining documentation on academic work; pedagogy, physiology, psychology and vocational training methods; modern forms and methods of teaching and educating students; fundamentals of economics, labor law; rules and norms of labor protection, safety measures and fire protection.

13.3. **Qualification requirements:**

higher professional education, the presence of scientific and pedagogical experience or experience in the specialty for at least 1 year or the presence of an academic master's degree.

For clinical departments, a certificate of specialist / admission to clinical activity in the taught discipline is required, it is desirable to have a medical category in the profile of the taught discipline.

For the department of employees of "Pathological anatomy" without presentation for work experience.

English proficiency at a level not lower than Intermediate is preferred.



