

Announcement on the competitive filling of the vacant position of the head of operational and economic department of NJSC "West Kazakhstan Marat Ospanov Medical University"

Vacant position: Head of operational and economic department of NJSC "West Kazakhstan Marat Ospanov Medical University"

Basic requirements for the participant of the competition:

Higher professional education, work experience in operational management of production in engineering and technical and managerial positions for at least 3 years.

Functional responsibilities:

Head of operational and economic department must:

- 1) Manage the economic activities of the university.
- 2) Control the economic maintenance and monitor the proper condition in accordance with the rules and regulations of industrial sanitation and fire protection of buildings and premises of the university in which the structural units of the organization are located, as well as control over the service ability of equipment (lighting, heating, ventilation systems, etc.).
- 3) Control the rational use of materials and financial resources, allocated for the economic needs of the university.
- 4) Manage the land improvement, landscaping and cleaning of the territory.
- 5) Coordinate the work of the structural units accountable to the DEW.
- 6) Take measures to conclude the necessary contracts in time.
- 7) If necessary, organize the repair of premises, monitor the quality of the performed repairing work.
- 8) Organize operational control over the provision of production with technical documentation, equipment, tools, materials, components, transport, loading and unloading facilities, etc., as well as accounting for their expenditure and preparation of established reports; monitor their safety and timely repairs.
- 9) Ensure daily operational accounting of the progress of production, the condition and completeness of production, compliance with established standards in the workplace, the rationality of the use of vehicles and the timeliness of repair and construction work.
- 10) Coordinate the work of university departments, take measures to prevent and eliminate violations of the course of the production process.
- 11) Ensure control and accounting of expenses of inventory items.
- 12) Ensure strict compliance with the regime of saving material and labor resources of the university.
- 13) Participate in ensuring the effectiveness of design solutions, timely and high-quality preparation of production, technical operation, repair and modernization of equipment.
- 14) Manage planning and reporting on production work.
- 15) Ensure timely reporting on the results of economic activity, compliance with the requirements of internal labor regulations, technical operation of devices, equipment and mechanisms, compliance with fire safety and safety regulations.
- 16) Coordinate the fulfillment of mutual requirements and claims of university departments, analyze the results of their activities for the previous planning period in order to identify opportunities for more complete and uniform utilization of capacities, equipment and production areas.
- 17) Carry out work on the development of technical innovations, scientific discoveries and inventions, best practices.

18) Organize the development of measures to improve operational planning, current production accounting.

List of documents for participation in the competition:

- 1) Copy of the identification document;
- 2) Copies of diplomas of higher education, and (or) academic or scientific degree, a document on academic title and originals for verification;
- 3) Copies of certificates of retraining and advanced training (if any) and originals for verification;
- 4) List of scientific works and inventions (if any). For university employees, the list of scientific papers is certified by the scientific secretary;
- 5) Medical certificate of health status (medical professional advisory conclusion) in the form of No. 075 / u, according to the forms of primary medical documentation of health organizations, approved by order of the acting Minister of Health of the Republic of Kazakhstan dated November 23, 2010 No. 907, issued no more than six months before the day of submission of documents (or a notarized copy);
- 6) Certificate from the neuropsychiatric organization in the form according to the standard of the public service “Issuing a certificate from a neuropsychiatric organization”, approved by order of the Minister of Health and Social Development of the Republic of Kazakhstan dated April 27, 2015 No. 272, issued no more than one year before the day the documents were submitted (or a notarized copy);
- 7) Certificate from the narcological organization in the form according to the standard of the public service “Issuing a certificate from a narcological organization”, approved by order of the Minister of Health and Social Development of the Republic of Kazakhstan dated April 27, 2015 No. 272, issued no more than one year before the day the documents were submitted (or a notarized copy);
- 8) Certificate on presence or absence of information on the records issued by the Committee for Legal Statistics and Special Records of the General Prosecutor's Office of the Republic of Kazakhstan on the person committing a criminal offense.
- 9) Participant of the competition has the right to provide additional information regarding his education, work experience, professional level, knowledge of languages (list of scientific publications, recommendations from the administration of the previous place of work, certificates, diplomas, etc.).
- 10) Persons working at the university apply characteristics of the higher management.

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Documents must be submitted within 15 calendar days from the date of publication of the announcement on the official website of the university.

Documents are accepted at the address: NJSC «West Kazakhstan Marat Ospanov Medical University» Republic of Kazakhstan, 030019, Aktobe city, Maresyev street 68. Administration building, office 105. Tel.: +7 (7132) 54-69-25. e-mail: hr@zkmu.kz