

Announcement on the competitive filling of the vacant position of the head of human resources department of NJSC "West Kazakhstan Marat Ospanov Medical University"

Vacant position: head of human resources department of NJSC "West Kazakhstan Marat Ospanov Medical University"

Basic requirements for the participant of the competition:

Higher legal education, at least 3 years of work experience in senior positions in the field of personnel management, or at least 5 years in personnel records management.

Functional responsibilities:

Head of human resources department:

1. Provide qualified leadership of the entrusted units, coordination of their activities and effective implementation of the duties of the structural units of the Department subordinate to him.
2. Control and coordinate the staffing of the Department in accordance with the qualification requirements of positions and the current legislation of the Republic of Kazakhstan, the selection and placement of university personnel.
3. Lead the work on the formation of personnel policy, the definition of its main directions and its implementation. Participates in the development of the university's personnel strategy, internal regulatory documents on personnel issues.
4. Control personnel records of employees, personnel document flow and personnel reserve.
5. To provide advisory assistance to departments of the Department.
6. Coordinate the development and implementation of the Plan for advanced training and retraining of university employees.
7. Control the process of attestation of the teaching staff, its regulatory and information support, implement the decision of the competition commission.
8. Coordinate and control the provision of employees for state and departmental awards.
9. Control the execution of the entrusted structural units of the legislative acts of the Republic of Kazakhstan and the decrees of the Government of the Republic of Kazakhstan, orders and instructions of the Chairman of the Board - the Rector of the University on personnel policy and work with personnel.
10. Ensure and control the timely preparation of established types of reporting, information to authorized bodies and university management.
11. Make proposals on the system of material and non-material motivation of university employees.
12. Participate in the development of the organizational structure of the university and staffing.
13. Advise senior management and heads of departments on personnel matters.
14. Ensure continuous improvement of personnel management processes based on the introduction of modern personnel work.
15. Distribute the workload among the employees of the Department, manage and coordinate the activities of the department for personnel records, the personnel of the university clinics and the personnel development department.
16. Organize work in the line of protection of state secrets.

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) medical certificate on the state of health (medical professional advisory opinion) according to the form No. 075 / y, according to the forms of primary medical documentation of healthcare 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 date of submission of documents (or a notarized copy);
- 5) certificate from neuropsychiatric organization in the form, in accordance with the standard of the state service "Issuance of 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 date of submission of documents (or a notarized copy);
- 6) certificate from narcological organization in the form, in accordance with the standard of the state service "Issuance of a certificate from 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 date of submission of documents (or a notarized copy).
- 7) 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.
- 8) 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.).
- 9) Persons working at the university apply characteristics of the higher management.
- 10) A folder with dense files – 20 sheets.

Date of publication: August 04, 2023 year.

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@zkmk.kz