

ALIKHAN BOKEIKHAN UNIVERSITY		
QMS Level 3 document	Revision No. 5 dated 02.11.2021	I. 10.02/2021
Instruction manual	instead of the revision No. 4 of 07.11.2019	

Instruction manual
"GENERAL REQUIREMENTS FOR DEVELOPMENT
JOB DESCRIPTIONS"
I. 10.02/2021

Semey
2021

Preface

1 DEVELOPED by the Head of the HR Department

INTRODUCED INSTEAD OF 4 editions

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1 Scope of application

This instruction sets out the requirements for the construction, presentation, design and content of the job description. The instruction is distributed and applied in all structural divisions of the university.

2 Regulatory references

This instruction establishes procedures in accordance with the requirements and recommendations of the ST RK ISO 9001:2016 "Quality management systems. Requirements".

Job descriptions should be drawn up in accordance with the requirements of the following documents:

- 1) Labor Code of the Republic of Kazakhstan No. 414 dated November 23, 2015;
- 2) Standard qualification characteristics of positions of teaching staff and persons equated to them, approved by the Minister of Education and Science of the Republic of Kazakhstan dated 13.07.2009 No. 338 with amendments and additions dated 09.06.2011.

3 General provisions

A job description is a legal act issued in order to regulate the organizational and legal status of an employee, his duties, rights and responsibilities, providing conditions for his effective work.
Job descriptions are approved by the rector of the university.

4. Methods of construction, content and design of the job description

Requirements for the construction and content of the job description.

The text of the job description consists of 5 sections:

- section I "General provisions" establishes:

the field of activity of the employee (indicating the category of the position determined in accordance with the classifier of professions of workers, positions of employees and tariff categories);
the procedure for appointment and dismissal from office, replacement during his absence;
qualification requirements that determine the level of professional training of an employee required to perform the prescribed job duties, and the requirements for work experience;
employee subordination;

- section II "Job responsibilities" defines specific types of work that reflect the sequence of actions performed by an employee (a detailed and step-by-step description of everything that a specialist should do).

For example, the dispatcher's duty to "Schedule" a detailed and step-by-step description of actions may look like this:

- according to the working curricula of educational programs, write out the number of hours per week allocated for the study of this discipline;

- view the distribution of the teacher's teaching load;

- determine the number of seats in the audience, etc.

- section III "Rights" establishes the powers necessary for the employee to perform the duties assigned to him;

- in section IV, "Responsibility" regulates the personal responsibility of the employee.

Requirements for the design and storage of the job description

The form of the job description is presented in the appendix.

Props (1) – the name of the organization.

The stamp of approval (2) consists of the words "APPROVE" (without quotes), the title of the position of the person approving the document, his signature and transcript of the signature, the date of approval.

The name of the position (3) is given in accordance with its name in the classifier of professions of workers, positions of employees and tariff categories. If there is no position in the specified classifier, special regulatory documents should be used.

Filling in the details 4-7 is discussed above.

When referring to a document in accordance with which a specific instruction has been developed (detail 8), the name of the document, number and date of its adoption are indicated.

The job description is developed by the head of the department together with the inspector of the HR department (detail 9) and includes the inscription "ENTERED" (without quotes), the position of the developer, his personal signature with a transcript, the date.

The job description must be agreed with the head of the HR department and the university lawyer. The approval stamp includes the inscription "AGREED" (without quotes), the position of the person with whom the document is being agreed, his personal signature with a transcript, the date of approval (props 10).

Props 11 – a mark on familiarization with the job description. The agreed and approved instructions are stored in the HR department, in accordance with the established procedure of office work.

When applying for a job, the relevant employee must be familiarized with the job description, which is marked in the job description. The mark contains the signature and transcript of the employee's signature, as well as the date of familiarization with the instructions.

The job description comes into force from the moment of its approval and is valid until it is replaced by a new job description.

For current work, a certified copy is removed from the original of the job description, which is issued to the employee and the head of the relevant structural unit.

Based on the job description, an employment contract with an employee is being developed. These documents are used in resolving conflict situations between an employer and an employee. In addition, they practically implement the division of labor between the staff.

The job description is issued in the form F.01-I.10.02/2021.

Layout of the job description

ALIKHAN BOKEIKHAN UNIVERSITY (1)		
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I APPROVE (2)

Rector _____
 (signature) (transcript of signature)
 " ____ " _____
 (date)

JOB DESCRIPTION
 (name of position) (3)

Semey
 20____

I "General provisions" (4)

- 1.
- 2.
- 3.

II "Job responsibilities" (5)

- 1.
- 2.
- 3.

III "Rights" (6)

- 1.
- 2.
- 3.

IV "Responsibility" (7)

- 1.
- 2.
- 3.

The job description is developed in accordance with _____ (8)
 (name, number and date of the document)

INTRODUCED:

Head of the department _____ (9)
(signature,) (transcript of signature) (date)

AGREED:

_____ (10)
(signature,) (transcript of signature) (date)

I have read the instructions:

_____ (11)
(signature) (transcript of signature) (date)

