

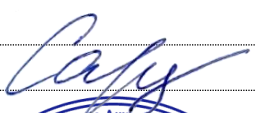
Коммерциялық емес мекеме
«Білім беруді және
денсаулық сақтауды сапамен
қамту бойынша Еуразиялық
орталығы»



Некоммерческое Учреждение
«Евразийский Центр
Аккредитации и обеспечения
качества образования и
здравоохранения»

**NON-PROFIT INSTITUTION "EURASIAN CENTRE FOR ACCREDITATION AND
QUALITY ASSURANCE IN HIGHER EDUCATION AND HEALTHCARE"**

**JOB DESCRIPTION
DIRECTOR GENERAL**

<i>Position</i>	<i>Signature</i>	<i>FULL NAME.</i>
Developed by: Director General		Sarsenbayeva Saule
Agreed/Approved by: Founder		Li Alexandr

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1. GENERAL PROVISIONS

- 1.1. This job description is part of the organizational support for work with personnel Non-profit institution "Eurasian Centre for Accreditation and Quality Assurance in Higher Education and Health Care", hereinafter referred to as the "Institution".
- 1.2. This job description defines the organizational and legal status, the composition of job duties, the rights and responsibilities of the employee holding the position of "Director General", which is in the structure (staff) of the Institution.
- 1.3. The Director General of the Institution belongs to the category of administrative and management personnel.
- 1.4. The Director General of the Institution is appointed and dismissed from office by order of the Founder of the Institution in the manner prescribed by the current labour legislation and internal regulatory documents of the Institution, on the basis of an employment contract concluded between the Founder and the Director General of the Institution.
- 1.5. During the absence of the Director General of the Institution (in case of vacation, illness, business trip, dismissal, absence of a staff unit and in other cases), his duties are performed by an employee appointed in accordance with the established procedure by order of the Founder, who acquires the appropriate rights and is responsible for quality and timely performance of the duties of the Director General of the Institution.
- 1.6. When performing the established duties, the Director General of the Institution is guided by:
 - The Charter of the Institution;
 - Employment contract of the Director General of the Institution;
 - Internal Labour Regulations of the Institution;
 - legislative and other regulatory legal acts of the Republic of Kazakhstan, applicable standards, international norms, regulatory documents and methodological materials on issues related to the field of activity of the Institution;
 - approved internal regulatory documents of the Institution (regulations, instructions, rules, standards, and others);
 - decisions of the Accreditation Board of the Institution;
 - orders and orders of the Director General of the Institution;
 - this job description.
- 1.7. For the proper performance of his duties, the Director General of the Institution must know and study:
 - directions of production and economic activities, profile, specialization, strategy and development prospects of the Institution;
 - the structure of the Institution, production and functional ties between the structural divisions of the Institution;
 - regulatory legal acts regulating the status of the Institution, specifics of labour regulation of employees of non-profit institutions;
 - contractual obligations of the Institution to third parties on issues related to the scope of the Institution;
 - Constitution of the Republic of Kazakhstan, Civil Code Of the Republic of Kazakhstan, the Criminal Code of the Republic of Kazakhstan, Labour Code Of the Republic of Kazakhstan, the Code of the Republic of Kazakhstan "On administrative offenses", The Code of the Republic of Kazakhstan "On people's health and the healthcare system", the laws of the Republic of Kazakhstan: "On education", "On science", "On the fight against corruption", "On languages in the Republic of Kazakhstan", "On general military duty and military service» And other normative legal acts regulating the functioning of state medical educational institutions;
 - Kazakhstani and international standards in the field of quality, legislative and other regulatory legal acts of the Republic of Kazakhstan, current international standards, regulatory

documents and methodological materials on issues related to the field of activity of the Institution;

- Strategic development plan of the Institution;
- the basics of the educational process in healthcare and the accreditation of medical and pharmaceutical education, implemented in the Republic of Kazakhstan;
- fundamentals of labour legislation of the Republic of Kazakhstan;
- rules and norms of labour protection, safety, industrial sanitation, fire protection;
- organization of labour and management in the Institution;
- methods for assessing the professional qualities of employees and the results of their work;
- foundations of the theory of personnel management, sociology, psychology and labour motivation;
- operating systems of remuneration and forms of material incentives;
- rules for establishing business contacts, ethics and psychology of business communication and correspondence;
- the procedure for the development of business plans and commercial terms of agreements, agreements, contracts;
- the basics of organizing office work and business administration;
- information processing methods using modern software and hardware.

2. QUALIFICATION REQUIREMENTS

- 2.1. To the employee holding the position of the Director General of the Institution, the following qualification requirements are imposed:
 - (a) Higher professional (preferably medical) education and work experience in the specialty for at least 5 years;
 - (b) Scientific degree (Doctor of Science is preferred);
 - (c) It is preferable to have command of the state language and command of the Russian language, which ensures the possibility of full use of the state language in the specialty within the framework of the position held, conducting business negotiations and working with documentation.
 - (d) Proficiency in one of the foreign languages is preferable, providing an opportunity for professional cooperation with foreign educational institutions and international organizations.
- 2.2. Upon assuming the position provided for by this job description, the Director General of the Institution confirms and guarantees that he is not prohibited from professional activity by a court verdict or medical opinion, and also that he does not have a criminal record that has not been cancelled or removed in the manner prescribed by law, and what - any contraindications known to him that restrict or prohibit his labour activity in the position (profession) specified in this job description.

3. POSITION CHARACTERISTICS

- 3.1. All employees are directly subordinate to the Director General of the Institution Institutions.
- 3.2. The Director General of the Institution reports directly to the Founder of the Institution.
- 3.3. The orders of the Founder are binding on the Director General of the Institution.
- 3.4. The Director General checks for compliance and endorses all documents related to the activities of the Institution and outgoing from the Institution.
- 3.5. The Director General of the Institution performs work in cooperation with the Adviser of the Institution on accreditation and international cooperation.

4. GOALS AND OBJECTIVES OF THE WORK

- 4.1. The main purpose of the Director General of the Institution is to ensure the purposeful, coordinated work of all employees of the Institution to implement the tasks and functions assigned to the Institution.
- 4.2. The work of the Director General of the Institution should ensure the solution of the following main tasks:
 - ensuring maximum efficiency, effectiveness and a high professional level of all types of activities of the Institution, their compliance with the laws in force in the Republic of Kazakhstan, regulatory legal acts and the program to ensure the quality of the activities of the Institution;
 - ensuring compliance with labour, performance and technological discipline at the Institution;
 - staffing the Institution with qualified employees with qualifications, work experience, professional skills, personal and business qualities necessary for the proper performance of the functions and tasks assigned to the Institution.

5. JOB RESPONSIBILITIES

5.1. The employee holding the position of the Director General of the Institution is assigned the following job duties:

- 5.1.1. As part of the organization of the work of the Institution:
 - direct management of the Institution, solving administrative issues within their competence;
 - development of long-term (strategic) and current (operational) work plans of the Institution and control of their proper implementation;
 - organization and ensuring the fulfilment of the tasks and functions assigned to the Institution in full in accordance with the current legislation of the Republic of Kazakhstan, the Charter and other internal regulatory documents of the Institution;
 - rational distribution of responsibilities among the employees of the Institution, control of the completeness and quality of all types of work performed by employees, control of compliance with the deadlines for the execution of work and requirements for the registration of their results;
 - control over the proper maintenance of the working and information databases formed by the Institution, the relevance, integrity and reliability of the information contained in them;
 - monitoring the internal regulations of the Institution on issues related to the scope of its activities, ensuring their completeness and relevance;
 - coordination of the work of the Institution with partners (under contracts);
 - exchange of information with stakeholders (partners, representatives of education and health organizations);
 - participation in meetings of the Accreditation Board of the Institution as a full member of this board;
 - interaction with the Adviser of the Institution on accreditation and international cooperation;
 - interaction with members of the Expert Board of the Institution on accreditation issues;
 - formation of financial documents of the Institution, ensuring the correctness of the data contained in them, ensuring compliance with approved budgets and saving costs;
 - control over the efficient and rational use of all types of resources allocated to the Institution;
 - analysis of the work of the Institution, analysis of the reasons for unsatisfactory work, development, together with the Adviser of the Institution, programs to improve the work of the Institution and submit them to the Founder for information;
 - reporting on the activities of the Institution to departmental organizations (planned, upon request);
 - preparation of requests to authorized state bodies and organizations on issues related to the field of activity of the Institution;

- preparation of responses to requests from authorized state bodies and third parties on issues related to the scope of the institution's activities;
- taking the necessary measures to protect confidential information, official documents and material values held by the Institution, and to prevent unauthorized access to them by third parties;
- ensuring the proper maintenance, accounting, storage and filing in the archive in the prescribed manner of official documentation and correspondence of the Institution.

5.1.2. As part of work with the staff of the Institution:

- organization of work on the selection and rational placement of personnel based on an assessment of the qualifications, personal and business qualities of employees, in compliance with the requirements of the current labour legislation and internal regulations of the Institution;
- development of requirements for competence, work experience and training of candidates for positions of employees of the Institution;
- development and updating of job descriptions for all types of positions in the structure of the Institution;
- familiarization of employees of the Institution with job descriptions "against signature", including in case of temporary replacement of a position by an employee (part-time, combination or other reasons);
- conducting on a regular basis the current assessment of the work of employees for compliance with the position;
- development and submission to the Founder of proposals for improving the organizational structure and personnel of the Institution, the appointment and dismissal of employees from their positions, the application of incentive measures and the imposition of penalties to them, changing the size of wages, improving their qualifications, creating the required working conditions;
- planning and organizing work to improve the qualifications of employees in accordance with the goals and objectives of the Institution, the available labour resources and the interests of employees to achieve and maintain high efficiency of the Institution;
- control over the observance by employees of labour, performance and technological discipline, labour protection rules, safety measures, industrial sanitation and fire safety;
- drawing up, in accordance with the established procedure, vacation schedules for employees;
- consideration and decision-making in relation to employees' petitions regarding the provision of vacations, material assistance, increase in wages and other issues on the organization and remuneration of labour;
- resolving controversial and conflict situations within its competence, introducing individual issues for consideration by the Commission on complaints of the Institution.

5.1.3. As part of the work to ensure the quality of all types of activities of the Institution:

- development and implementation of internal standards and regulations governing the activities of the Institution;
- conducting selective inspection control for compliance by the employees of the Institution with the standards, regulations and other standards established in the Institution;
- analysis of identified inconsistencies, development of recommendations and measures to eliminate them;
- organization of creation in the Institution of a database of normative legal acts and normative documents regulating the scope of the Institution's activities, and its timely updating.

5.2. The Director General of the Institution is obliged:

- 5.2.1. In carrying out their duties, follow the program to ensure the quality of the activities of the Institution.
- 5.2.2. Constantly improve your professional, intellectual and creative level, steadily increase the indicators of your labour efficiency.

- 5.2.3. Ensure the proper implementation of the orders of the Founder on issues related to the scope of the institution.
- 5.2.4. Ensure the proper implementation of decisions of the Accreditation Board on the accreditation of medical educational organizations.
- 5.2.5. Comply with the requirements of the internal regulatory documents of the Institution on issues related to the scope of its activities, ensure their timely communication to the employees of the Institution, monitor their compliance.
- 5.2.6. Ensure timely delivery of information about orders, instructions to employees of the Institution, monitor their implementation.
- 5.2.7. When performing any types of work outside the Institution, ensure the possibility of operational communication with the Institution and inform the Founder of its location.
- 5.2.8. Ensure the immediate elimination of justified comments and claims made to the activities of the Institution.
- 5.2.9. Ensure the timely provision of established reporting on all areas of the institution's activities
- 5.2.10. Immediately inform the Founder:
 - (a) if there is a need for any documents, means, materials or resources (labour, material, financial and others) for the proper performance of their duties;
 - (b) in the event of any emergency situations or problems that complicate or make it impossible to perform their official duties or individual tasks;
 - (c) upon detection of facts of violation of safety, fire and sanitary rules that pose a threat to the activities of the Institution, its employees, students and visitors;
 - (d) about any (including possible) problems in relations with third parties (customers, partners, state supervision and control bodies, and others), in order to jointly discuss emerging problems and issues, develop acceptable solutions and prevent possible conflicts.
- 5.2.11. Ensure the rational and proper use of the material and technical resources allocated to the Institution.
- 5.3. The Director General of the Institution is prohibited from:**
 - 5.3.1. Pursue personal and selfish goals when performing official duties.
 - 5.3.2. Receive personally or through an intermediary material remuneration in the form of money, gifts and other material benefits from employees, students and other persons for the performance by the Director General of the Institution of actions, if such actions are part of the duties of the Director General of the Institution, and or if the Director General of the Institution, in force of official position, can facilitate such actions, as well as for general patronage or connivance at work.
 - 5.3.3. When working in other organizations or when running your own business, use any intellectual property and material and technical resources belonging to the Institution.

6. THE RIGHTS

- 6.1. The Director General of the Institution has the right:
 - 6.1.1. Get acquainted with the draft decisions of the Founder and participate in the discussion of issues related to the work of the Institution.
 - 6.1.2. Submit for the Founder's consideration proposals for improving the work of the Institution and changing the organization of work in the Institution.
 - 6.1.3. Require the Founder to create the necessary conditions for the full performance of the tasks and functions assigned to the Institution, to assist in the performance of their official duties and in the exercise of the rights provided for by this job description.
 - 6.1.4. To get acquainted with complaints and other documents containing an assessment of his work and the work of the Institution, to give explanations on them.
 - 6.1.5. Request and receive from the heads of structural divisions and individual officials of the Institution information, documents and materials under their jurisdiction, required by the Director General of the Institution to carry out his official duties, as well as for the purpose of conducting internal inspections (audit) on issues within the competence of the Institution ...

- 6.1.6. To give the employees of the Establishment binding instructions and orders on the work performed by them and to demand that employees fulfil them.
- 6.1.7. Require the heads of structural divisions and individual officials of the Institution, within the limits of their functional responsibilities, to provide assistance on the work performed by the Director General of the Institution.
- 6.1.8. Provide employees of the Institution with recommendations, suggestions and comments on issues within the competence of the Institution.
- 6.1.9. To systematically improve your professional qualifications.
- 6.1.10. Refuse to fulfil personal and other orders of the Founder and an Adviser that do not correspond to the specifics of the position held by the Director General of the Institution and do not relate to the scope of the duties of the Director General of the Institution.
- 6.1.11. The Director General of the Institution also has other rights granted to the employee by the labour legislation of the Republic of Kazakhstan, the labour contract and the internal regulatory documents of the Institution.

7. RESPONSIBILITY

- 7.1. The Director General of the Institution is personally responsible for:
 - 7.1.1. Failure to fulfil and / or improper fulfilment of their official duties, labour and professional obligations stipulated by the Labour Code of the Republic of Kazakhstan, this job description and the employment contract concluded with the Director General of the Institution.
 - 7.1.2. Improper organization of the work of the Institution.
 - 7.1.3. Failure to comply with Labour, performance and technological discipline in the Institution.
 - 7.1.4. Non-compliance of the results of the work performed by the Institution with the established requirements.
 - 7.1.5. Providing the employees of the Institution, as well as authorized officials of the state control and supervision bodies, of irrelevant, incomplete and / or inaccurate information on issues within the scope of the Institution's official duties.
 - 7.1.6. Late provision of the established reporting on the activities of the Institution, improper reporting, incompleteness or inaccuracy of the information contained therein.
 - 7.1.7. Failure to take the necessary measures to ensure the safety of confidential information, official documents and material assets held by the Institution, and to prevent unauthorized access to them by third parties.
 - 7.1.8. Inadequate execution and maintenance of the Service documentation of the Institution.
 - 7.1.9. Failure to take the necessary measures, including untimely informing the Founder, to suppress identified violations of safety, fire and sanitary rules that threaten the activities of the Institution, its employees, students and visitors.
 - 7.1.10. Irrational use of the material resources allocated to the Institution.
- 7.2. The Director General of the Institution is also responsible in other cases provided for by the current legislation of the Republic of Kazakhstan, the employment contract and the internal regulations of the Institution.
- 7.3. For non-fulfilment / improper fulfilment of his official duties, the Director General of the Institution bears disciplinary responsibility and may be dismissed from his position in the manner prescribed by the current legislation of the Republic of Kazakhstan on Labour and the employment contract.
- 7.4. For offenses committed in the course of his activities, the Director General of the Institution is responsible within the limits established by the current administrative, criminal and civil legislation of the Republic of Kazakhstan.
- 7.5. In the event that his actions (or inaction) inflict losses on the Institution, the Director General of the Institution shall compensate for the losses caused in the manner prescribed by the current legislation of the Republic of Kazakhstan and the employment contract.

8. FINAL PROVISIONS

- 8.1. This job description is mandatory for familiarization with the employee holding the position of "Director General", and is an integral part of the employment contract concluded with him.
- 8.2. The signature of the Director General of the Institution in the "Familiarization Sheet" attached to this job description means that he is familiar with and agrees with the provisions established by this job description.
- 8.3. Changes and additions to this job description are made in accordance with the established procedure by order of the Director General or another authorized official of the Institution and are brought to the attention of interested persons of the officials of the Institution.
- 8.4. This job description comes into force from the date of its approval and is valid until it is cancelled in accordance with the established procedure by the Director General or other authorized official of the Institution.

CHANGE REGISTRATION SHEET

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REFERENCE LIST

with the job description of the Director General of the NI "Eurasian Centre for Accreditation and Quality Assurance in Higher Education and Health Care"

Full name	POSITION	THE DATE	SIGNATURE
Sarsenbayeva Saule	Director General	05.02.2026	