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**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE REPUBLIC OF
KAZAKHSTAN
AKTOBE REGIONAL UNIVERSITY NAMED AFTER K. ZHUBANOV**

«APPROVED»

Chairman of the Board - Rector
Aktobe Regional University
named after K. Zhubanov,

_____ L. Ch. Karabassova

« _____ » _____ 2022

REGULATION INSTRUCTION

Director of the Department of Strategic Planning

For Official Use Only

Aktobe, 2022

1 DEVELOPED

By the Director of
the Department of Strategic Planning _____ N.R. Salgaraev

APPROVED AND ENTERED INTO FORCE

By the Chairman of the Board – Rector of Aktobe Regional University named after K. Zhubanov, based on the decision of the Academic Council (protocol No. 1 dated "28" August 2020)

2 VALIDITY PERIOD: Until replaced with a new version

3 ENTERED: Version 1.0

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1. GENERAL REGULATIONS

- 1.1 This job description defines the duties, rights, and responsibilities of the Director of the Department of Strategic Planning (hereinafter – DSP).
- 1.2 The position of Director belongs to the category of executive personnel at K. Zhubanov Aktobe Regional University.
- 1.3 The Director of the DSP is appointed and dismissed by the order of the Chairman of the Board–Rector of the University upon the recommendation of the Vice-Rector for Strategic Development.
- 1.4 A person with higher education and experience in managerial positions may be appointed to the role of Director of the DSP.
- 1.5 The Director of the DSP reports directly to the Vice-Rector for Strategic Development.
- 1.6 In the Director’s absence, their duties are performed by an employee of the Department designated by the Director.
- 1.7 The Director of the DSP must be knowledgeable about:
 - Legislation and other regulatory acts of the Republic of Kazakhstan relevant to the department’s activities;
 - Strategic and program documents of the Ministry of Science and Higher Education of the Republic of Kazakhstan and the University;
 - The University Charter;
 - The Regulations on the Department of Strategic Planning;
 - University internal regulations;
 - Occupational health, sanitary, and fire safety standards;
 - Basics of personnel management;
 - This job description.
- 1.8 The Director must possess the following general and professional competencies:
 - Planning of professional activities;
 - Principles of strategic planning;
 - Development and assessment of strategic, program, and other planning documents;
 - Analytical thinking;
 - Systematization and preparation of informational materials;
 - Conducting meetings;
 - Use of modern tools, methods, and technologies for information handling;
 - Work with documentation (drafting, formatting, analysis, record-keeping, and other practical document management skills);
 - Time management;
 - Communication and other essential skills for the fulfillment of duties.
- 1.9 The Director of the DSP carries out duties in accordance with the current legislation of the Republic of Kazakhstan, regulatory, strategic, and program

documents of the Ministry and University, the University Charter, orders of the Chairman of the Board–Rector, the Regulations on the Department of Strategic Planning, and this job description.

2. JOB RESPONSIBILITIES

- 2.1 Leads the activities of the DSP;
- 2.2 Participates in the development and revision of the University's strategic, programmatic, and other documents within their competence;
- 2.3 Analyzes University resources (production, technical, informational, human resources, etc.) and systematizes strategic indicators of University performance;
- 2.4 Organizes monitoring of internal and external factors and the condition of business processes within the University;
- 2.5 Organizes and conducts internal audits of the University's strategic development implementation;
- 2.6 Submits proposals for optimization and restructuring of units and for new directions of University activity;
- 2.7 Organizes the assessment of teaching staff and administrative unit performance;
- 2.8 Forms and manages a change implementation team;
- 2.9 Coordinates the interaction of University units regarding strategic development issues;
- 2.10 Assists faculties and other University departments in developing strategies, development plans, roadmaps, and other strategic documents;
- 2.11 Participates in the development and implementation of successful academic programs;
- 2.12 Coordinates the preparation and submission of analytical and informational data for University administration and other departments;
- 2.13 Oversees the organization of seminars and meetings on issues within the Department's competence;
- 2.14 Ensures optimal workload distribution among Department employees;
- 2.15 Creates conditions for staff development and qualification improvement;
- 2.16 Ensures the protection of confidential and proprietary information;
- 2.17 Controls compliance with internal regulations, health and safety rules, sanitary and fire safety standards, and maintains labor discipline.

3. RIGHTS

- 3.1 Submit well-founded proposals related to the work of the DSP;
- 3.2 Participate and speak in all collegial bodies of the University on issues within the DSP's scope;
- 3.3 Request and receive necessary information from all structural units as per established procedure;

- 3.4 Participate in the discussion of issues within the Director's competence;
- 3.5 Within competence, sign and approve documents and issue directives on the implementation of University development plans;
- 3.6 Familiarize with documents defining rights, responsibilities, and performance evaluation criteria for the position held;
- 3.7 Submit proposals to University leadership to improve activities related to this job description;
- 3.8 Request the regulation of necessary organizational and technical conditions for proper performance of duties;
- 3.9 Propose recognition of outstanding employees or disciplinary measures for violations of labor discipline;
- 3.10 Appeal orders and administrative acts of University leadership through established procedures.

4. RESPONSIBILITY

4.1 The Director of the DSP is responsible for:

- Failure or improper performance of their official duties;
- Overall performance of the Department;
- Misconduct or poor performance by Department staff;
- Breach of professional ethics;
- Violation of safety, fire, or sanitary standards;
- Failure to maintain confidentiality of official information;
- Causing material damage to the University.

APPROVED BY:

Vice-Rector for Strategic Development

D.S. Khussainov

**Director of the Department of Personnel Management
Kaimoldiev**

A.B.

Director of the Legal Department

L.B. Alimanova

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I have read the Job Description of the Director of the Strategic Planning Department

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