

Unofficial translation. For reference only.

**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

Lead Specialist of the Department of Strategic Planning

For Official Use Only

Aktobe, 2022

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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 position description outlines the duties, rights, and responsibilities of the Lead Specialist in the Department of Strategic Planning (hereinafter referred to as DSP).
- 1.2 The position of Lead Specialist belongs to the administrative and managerial staff of the Aktobe Regional University named after K. Zhubanov.
- 1.3 Ведущий специалист ДСП назначается на должность и освобождается от нее приказом Председателя правления-Ректора университета по представлению Директора ДСП с согласованием проректора по стратегическому развитию.
- 1.4 A person holding a higher education degree is appointed to the position of Lead Specialist in DSP.
- 1.5 The Lead Specialist of DSP reports directly to the Director of the Department of Strategic Planning.
- 1.6 In the absence of the Lead Specialist, one of the Department's employees, designated by the Director of the Department, will assume the responsibilities of the position.
- 1.7 The Lead Specialist of DSP should know:
 - Legislation and other regulatory documents of the Republic of Kazakhstan related to the scope of activity;
 - Strategic and program documents of the Ministry of Education and Science of the Republic of Kazakhstan and the University;
 - The Charter of the University;
 - The Regulations of the Department of Strategic Planning;
 - The University's internal regulations;
 - Occupational safety, health, and fire safety standards;
 - This position description.
- 1.8 The Lead Specialist of DSP should possess the following general and professional skills:
 - Planning of professional activities;
 - Principles of strategic planning;
 - Development of strategic, program, and other documents, and evaluating their implementation;
 - Analytical work;
 - Systematization and preparation of informational materials;
 - Conducting meetings;
 - Mastery of modern tools, methods, and technologies for working with information;
 - Working with documents (drafting, processing, analyzing, maintaining documentation, and other practical skills in document management);
 - Time management;
 - Communication and other skills required to perform job duties.

- 1.9 The Lead Specialist of DSP shall perform duties in accordance with the current legislation of the Republic of Kazakhstan, regulatory, strategic, and program documents of the Ministry of Education and Science of the Republic of Kazakhstan and the University, the University's Charter, orders of the Chairman of the Board-Rector, the Regulations of the Department of Strategic Planning, and this position description.

2. QUALIFICATION REQUIREMENTS

- 2.1. A PhD degree, a PhD degree in the relevant field, a candidate of sciences degree, or an academic master's degree, along with higher (or postgraduate) education in the relevant field and practical experience in the specialty of at least 3 years.

3. DUTIES AND RESPONSIBILITIES

- 3.1 Participate in the development and revision of strategic, program, and other documents of the University within their competence.
- 3.2 Analyze the University's resources (production, material-technical, information, human resources, etc.); analyze and systematize the strategic and program indicators of the University's performance.
- 3.3 Conduct monitoring of external and internal factors and the condition of business processes in the University.
- 3.4 Perform internal audits of the University's activities related to the implementation of the development strategy.
- 3.5 Propose optimization and restructuring of structural subdivisions, and new directions for the University's activities.
- 3.6 Propose solutions for optimizing business processes, determine the necessary actions for the implementation of the proposed solutions, form relevant documents based on the work results, and monitor the implementation process.
- 3.7 Participate in the assessment of the activities of faculty members and structural subdivisions.
- 3.8 Participate in the formation and organization of the change management team.
- 3.9 Interact with the University's structural subdivisions regarding the development strategy.
- 3.10 Assist faculties and other structural subdivisions of the University in developing strategies, development strategies, roadmaps, and other strategic documents.
- 3.11 Participate in the preparation and further implementation of successful operational plans (OPs).

- 3.12 Lead the work on preparing and presenting informational and analytical data to the administration and other University structures on strategic areas of activity.
- 3.13 Lead the preparation of seminars, meetings on matters within the competence of the Department.
- 3.14 Protect information that constitutes commercial and service secrets.
- 3.15 Perform one-time tasks assigned by the Director of DSP or University management.

4. RIGHTS

- 4.1 Submit well-grounded proposals regarding the work direction of the Department.
- 4.2 Participate and represent the Department in all collegial bodies of the University on issues related to the Department's activities.
- 4.3 Request and receive necessary information from all structural subdivisions in accordance with the established procedure to fulfill their duties.
- 4.4 Participate in the discussion of matters within their competence.
- 4.5 Familiarize themselves with the documents that define their rights and responsibilities related to their position, as well as the criteria for evaluating the quality of duty performance.
- 4.6 Submit proposals for improving the work related to the responsibilities outlined in this instruction for consideration by the management.
- 4.7 Request from the Director of DSP the regulation of organizational and technical conditions, as well as the preparation of required documents necessary for fulfilling their duties.
- 4.8 Appeal, in the established procedure, orders, instructions, and other organizational and regulatory acts issued by the University management.

5. RESPONSIBILITIES

- 5.1 The leading specialist of the DSP is responsible for:
 - Failure to perform or improper performance of their duties.
 - Violation of professional ethics.
 - Breach of safety, fire safety, and sanitary regulations.
 - Failure to maintain the confidentiality of official information.
 - Causing material damage to the University.

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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

I have read the Job Description of the Leading Specialist of the Strategic Planning Department

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