

**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
Specialist 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 Specialist of the Department of Strategic Planning (hereinafter referred to as the DSP).
- 1.2 The position of Specialist is classified as administrative and managerial personnel of K. Zhubanov Aktobe Regional University.
- 1.3 The Specialist of the DSP is appointed and dismissed by the order of the Chairman of the Board–Rector of the University based on the proposal of the DSP Director and in agreement with the Vice-Rector for Strategic Development and Digitalization.
- 1.4 The position requires higher education.
- 1.5 The Specialist reports directly to the Director of the Department of Strategic Planning.
- 1.6 In the absence of the Specialist, their duties are carried out by an employee of the Department designated by the Director.
- 1.7 The Specialist of the DSP must be familiar with:
 - Legislation and other regulatory documents of the Republic of Kazakhstan relevant to the scope of 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 rules and regulations;
 - Occupational health and safety, sanitary, and fire safety standards;-
 - This job description.
- 1.8 The Specialist must possess the following general and professional skills:
 - Planning of official activities;
 - Principles of strategic planning;
 - Development and assessment of strategic, program, and other documents;
 - Analytical work;
 - Systematization and preparation of informational materials;
 - Conducting meetings;
 - Use of modern tools, methods, and technologies for working with information;
 - Document handling (drafting, formatting, analysis, and management);
 - Time management;
 - Communication and other skills necessary for fulfilling job responsibilities.

1.9 The Specialist of the DSP shall be guided in their work by 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 DSP, and this job description.

2. QUALIFICATION REQUIREMENTS

2.1. A Master's degree or higher education in a relevant field and at least one year of work experience in the specialty.

3. JOB RESPONSIBILITIES

- 3.1 Collects and analyzes information regarding the achievement of strategic goals of the University's structural units and the University as a whole;
- 3.2 Participates in the development and revision of strategic, program, and other documents of the University and its units within their area of competence;
- 3.3 Monitors internal and external factors and the state of business processes within the University;
- 3.4 Conducts internal audits of the University's activities related to the implementation of the development strategy;
- 3.5 Proposes optimization and restructuring of structural units and new directions of University activity;
- 3.6 Participates in the evaluation of academic and structural unit performance;
- 3.7 Contributes to the formation and organization of the change management team;
- 3.8 Cooperates with structural units on strategic planning issues;
- 3.9 Ensures timely collection of data, documents, and information from departments under the DSP's scope;
- 3.10 Assists faculties and other departments in developing strategic plans, roadmaps, and other strategic documents;
- 3.11 Oversees the preparation of documents related to strategic development in departments;
- 3.12 Participates in the preparation and implementation of successful academic programs;
- 3.13 Prepares and provides analytical and informational data for University administration and other departments;
- 3.14 Organizes seminars and meetings on topics under the DSP's purview;
- 3.15 Ensures the protection of confidential and proprietary information;
- 3.16 Carries out assignments from the DSP Director or University administration;
- 3.17 Prepares required reports;
- 3.18 Ensures printing and duplication of official documents.

4. RIGHTS

- 4.1 Submit substantiated proposals related to the DSP's activities;
- 4.2 Participate and speak in all collegial bodies of the University on matters concerning the DSP;
- 4.3 Request and receive, in accordance with established procedures, all necessary information from structural units to perform their duties;
- 4.4 Participate in discussions on issues within their competence;
- 4.5 Review documents defining their rights, duties, and performance evaluation criteria;
- 4.6 Submit proposals to improve work processes related to their responsibilities;
- 4.7 Request that the DSP Director ensure proper organizational and technical conditions and documentation for the performance of duties;
- 4.8 Appeal orders, directives, and other administrative acts of University leadership through established procedures.

5. RESPONSIBILITIES

- 5.1 The Specialist of the DSP is responsible for:
 - Failure or improper performance of job duties;
 - Violation of professional ethics;
 - Breach of occupational safety, fire safety, and sanitary standards;
 - Failure to maintain the 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

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

