**APPROVED**

**By Order of Board Chairman-Rector**

**of NpJSC "Astana Medical University"**

**from "\_\_\_" \_\_\_\_\_\_\_\_\_\_\_2022 No. \_\_\_**

**JOB DESCRIPTION**

**SCIENTIFIC SECRETARY**

**JD-AMU-1.3-22**

**Nur-Sultan city**

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**1. General provisions**

1. This job description was developed and approved on the basis of an employment contract and in accordance with the Labor Code of the Republic of Kazakhstan, other regulatory legal acts governing labor relations in the Republic of Kazakhstan and defines the qualification requirements, job responsibilities, rights and responsibilities of the Scientific Secretary of NpJSC "Astana Medical University" (hereinafter referred to as the University).

2. The Scientific Secretary belongs to the category of administrative and managerial personnel of the University, carrying out activities in accordance with the employment contract.

3. The Academic Secretary reports directly to the Chairman of the Board - the Rector of the University.

4. In his activities, the Scientific Secretary is guided by:

- The Constitution of the Republic of Kazakhstan;

- Labor Code of the Republic of Kazakhstan;

- Laws of the Republic of Kazakhstan “On Education”, “On Science”, “On Anti-Corruption”;

- Regulatory Legal Acts of the Ministry of Health of the Republic of Kazakhstan and the Ministry of Education and Science of the Republic of Kazakhstan and other current legislation of the Republic of Kazakhstan;

- University Charter;

- University Development Strategy;

- Operational plan of NJSC AMU;

- efficiency of structural divisions of NJSC MUA;higher medical education, a PhD degree or an academic degree of candidate/doctor

- Regulations on the Academic Council and other Internal Regulatory Documents of the University;

- orders, instructions and other acts of the University.

5. By order of the Boar Chairman - Rector, a person with a of medical sciences, and with at least 5 years of work experience in the educational and research field is appointed to the position of Scientific Secretary.

6. During the absence of the Scientific Secretary, his duties, by order of the Board Chairman - Rector, are assigned to the Head of the center for the development of research activities.

**2. Job responsibilities**

**7. The duties of the Scientific Secretary include:**

1) development of a draft work plan for the Academic Council and submitting it for approval to the Chairman of the Academic Council;

2) submitting the planned agenda, date and location of the meeting for approval to the Chairman of the Academic Council;

3) notification of the place, time of the meeting, agenda of the members of the Academic Council no later than 5 days before the day of the meeting;

4) exercising control over the preparation of questions for the meeting of the Academic Council;

5) registration of present members of the Academic Council;

6) organization of voting;

7) registration of the minutes of the meeting of the Academic Council in the state and Russian languages, extracts from the minutes of the Academic Council;

8) ensuring that the decisions of the Academic Council are communicated to executors;

9) ensuring the storage of minutes of meetings of the Academic Council;

10) monitoring the implementation of decisions of the Academic Council.

**8. In the field of organization and management of activities:**

1) work with incoming, outgoing and internal correspondence of the Academic Council;

2) preparation and execution of outgoing correspondence of the Academic Council, official responses to requests within the competence of the Academic Council;

3) storage and use of internal regulatory documents in accordance with the nomenclature of the University’s affairs;

4) provision, upon request, of structural units of information necessary for their activities, which is within the competence of the Academic Council;

5) execution of resolutions, orders, instructions and other regulations on the activities of the Academic Council.

**9. In the field of risk management and anti-corruption policy:**

1) analysis for the presence of corruption components in the structural divisions of the University;

2) carrying out activities to prevent corruption risks at the University within the competence of the Academic Council;

3) identification and assessment of specific corruption risks (process, process stage or project);

4) implementation of measures in accordance with the Action Plan for the corruption risk management system, if necessary;

5) timely transmission of information about the risks of corruption and measures to manage them to the Compliance Officer;

6) recording and transferring information about realized corruption risks to the Compliance Officer or higher management of the University.

**10. In the information security system:**

1) compliance with information security rules;

2) protection of confidential information, prohibition of illegal receipt, distribution or use of information constituting a trade secret.

**11. In the occupational health and safety management system:**

1) passing knowledge tests on safety, fire protection and labor protection;

2) personnel of the HR Department undergo induction training, safety and fire safety training and other occupational safety issues;

3) compliance with the requirements established by the rules, instructions on labor protection, safety and fire safety when performing work.

**12. Must know:**

1) Labor Code of the Republic of Kazakhstan, Health Code of the Republic of Kazakhstan, Law of the Republic of Kazakhstan “On Education”, Law of the Republic of Kazakhstan “On Anti-Corruption”, “On Science”, Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 128 “On approval of the Assignment Rules” academic titles (associate professor (associate professor), professor)", Order of acting. Minister of Education and Science of the Republic of Kazakhstan dated November 22, 2007 N 574 “On approval of the Model Rules for the activities of the Academic Council of a higher educational institution and the procedure for its election” and other regulations in the field of science, education and healthcare;

2) Charter of the University, Strategic Directions of the University, Regulations on the Academic Council, Collective Agreement between the University and its employees, Internal Labor Regulations, Code of Corporate Culture and Ethics, Personnel Policy of the University, Human Resources Management Process Map, University Standard “Document Management”, Rules documentation, document management and use of electronic document management systems.

**3. Rights**

**13. The scientific secretary has the following rights:**

1) make proposals to improve the work of the Academic Council;

2) demand and receive from all structural divisions of the University the information necessary to fulfill those assigned to the Academic Council;

3) with the consent of authorized persons, take part in the work of the University’s advisory bodies, where issues related to the activities of the Academic Council are considered;

4) use, in accordance with the established procedure, library and information funds and services of social and welfare departments of the University;

5) give explanations, recommendations and instructions on issues within the competence of the Academic Council;

6) for advanced training;

7) represent the University in higher-level, consulting and other organizations on issues of the activities of the Academic Council;

8) for moral and (or) material rewards for success in work;

9) for compulsory social insurance in cases provided for by the legislation of the Republic of Kazakhstan;

10) for remuneration in accordance with qualifications, complexity of work, quantity and quality of work performed, as well as working conditions;

11) for rest, including paid annual leave with payment of health benefits;

12) to other rights provided for by the current legislation of the Republic of Kazakhstan.

**4. Responsibility**

**14. The scientific secretary is responsible for:**

1) poor quality and untimely performance of the functions provided for by the Regulations and job descriptions;

2) failure to comply with labor and performance discipline in accordance with the current laws of the Republic of Kazakhstan and internal regulations of the University;

3) failure to ensure the safety of property located in the office of the Scientific Secretary and compliance with fire safety rules;

4) failure to maintain the confidentiality of official and commercial information;

5) compliance with professional ethics;

6) failure to fulfill the duties provided for by the University Charter, current regulations and this job description;

7) disclosure of personal data of University employees.

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**Approval sheet**

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| --- | --- | --- | --- | --- |
| **№** | **Job title** | **Surname** | **Date**  **coordination** | **Signature** |
| 1. | Vice-Rector for Research and Strategic Development | Koikov V.V. |  |  |
| 2. | Acting Chief of Staff of the Rector | Shoranova A.E. |  |  |
| 3. | Acting Head of the Center for Strategic Development and Project Management | Nazarbekova R.S. |  |  |
| 4. | Acting Head of the Accreditation and Rating Center | Zhunusova A.B. |  |  |
| 5. | Acting Head of the Legal Support Department | Eshanov A.A. |  |  |
| 6. | Head of HR Department | Zikenov I.I. |  |  |
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**Change registration sheet**

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| **№** | **Sheet (page) numbers** | | | | **Total**  **sheets** | **Number of the section, subsection, clause of the standard to which the changes relate** | **Signature of the person who made the changes** | **Date of change** |
| **Changed** | **Replaced** | **New** | **Canceled** |
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**Reference list**

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| **№** | **Job title** | **Surname** | **Date**  **coordination** | **Signature** |
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