

Unofficial translation
MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC
MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC
INSTITUTION “SALYMBEKOV UNIVERSITY”



JOB DESCRIPTIONS

HEAD OF THE INTERNATIONAL DEPARTMENT

Bishkek 2019



INSTITUTION
«SALYMBEKOV UNIVERSITY»

JOB INSTRUCTIONS
head of the international department
Minutes of the founders' meeting

This instruction on the rights and obligations of the head of the International Department of the Salymbekov University Institution (hereinafter referred to as the University) has been developed in accordance with the Regulations on the International Department and other regulations governing labor relations in the Kyrgyz Republic and determines the duties, rights and responsibilities of persons holding and appointed as head of the international department.

I. General provisions

1.1. The head of the International Department of the "Salymbekov University" Institution belongs to the category of managers.

1.2. Appointment to the position of the head of the International Department (hereinafter referred to as the Department) and dismissal from it is carried out by order of the President of the Institution.

1.3. The position is filled under an employment contract concluded on a competitive basis in accordance with the Charter of the University.

1.4. The Head of the Department reports directly to the Head of the Development Department of the University.

1.5. In his activities, the head of the Department is guided by the following regulatory and legal acts:

- current legislation of the Kyrgyz Republic;
- state educational standards of higher professional education;
- normative documents of the state education management body;
- Charter of the University;
- internal regulations of the University;
- Regulations on the International Department of the "Salymbekov University" Institution;
- orders of the President of the Institution;
- this job description.

1.6. A person with a higher professional education is appointed to the position of head of the Department

II. Rights

2.1. The Head of the Department has the right to:

- to request, within the scope of their authority, from the heads of structural divisions of the University and other specialists the documents and information necessary for the performance of official duties;
- get acquainted with the draft decisions of the Academic Council of the University, the rector, the head of educational and methodological work concerning the Department;
- to submit proposals to improve the activities of the Department for consideration by the University management;
- submit for consideration by the management and the head of the Educational and Methodological Department issues related to the implementation of international cooperation in the field of general and vocational education and advanced training of specialists, teaching activities, scientific and other works, including through direct relations with foreign educational institutions and enterprises, international organizations;
- sign and endorse documents within their competence;
- participate in the discussion of issues related to the activities of the Department;
- represent the University in external organizations on issues within the competence of the Department.

III. Duties

3.1. The head of the department must:

- organize the international activities of the University at a high level in accordance with the goals;



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- to develop international relations with educational institutions, foundations and other organizations of foreign countries;
- keep records, analysis, information and organizational support of the University's activities in the field of international relations and relations;
- take part in the formation and implementation of the University's policy in the field of international and foreign economic relations;
- assist in the organization of training and internships for students, listeners and employees of the University abroad;
- to participate in the programs of bilateral and multilateral exchange of schoolchildren, students, graduate students, doctoral students, teachers and researchers;
- participate in joint educational programs with foreign educational institutions, partners;
- organize together with foreign educational institutions scientific research, as well as congresses, conferences, symposiums and other events;
- participate in international programs for improving educational programs, in international competitions for grants from various international organizations in the field of scientific, educational and other programs, as well as in the implementation of international grants, projects and programs;
- to involve foreign teachers and specialists in the implementation of educational programs of scientific work of the University;
- participate in the direction of the University teachers to foreign scientific and educational institutions for pedagogical and scientific work;
- provide information and consulting services to foreign clients.

IV Responsibilities

4.1. The head of the Department of the "Salymbekov University" Institution bears disciplinary responsibility in accordance with the legislation of the Kyrgyz Republic for:

- non-fulfillment and (or) untimely fulfillment of tasks, functions and duties assigned to the department;
- untimely and (or) unqualified resolution of issues related to the competence of the department, unreliability of information provided to the University management;
- for violation of the internal regulations of the University, fire safety and safety regulations - in accordance with the current labor legislation;
- safety and functioning of the equipment and computer equipment transferred to the department to ensure the activities



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