

Unofficial translation

MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC

MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC

INSTITUTION "SALYMBEKOV UNIVERSITY"



JOB DESCRIPTIONS
RECTOR of
"SALYMBEKOV UNIVERSITY"
INSTITUTION

Bishkek 2019

1. General provisions

1.1. This job description defines and regulates the powers, functional and job duties, rights and responsibilities of the rector of the “Salymbekov University” Institution (hereinafter referred to as the University).

1.2. The Rector of the University belongs to the category of leaders, is appointed and dismissed in accordance with the procedure established by the current labor legislation by order of the President of the University in agreement with General meeting of founders.

1.3. The Rector of the University reports directly to the President of the University and accountable to the General Meeting of Founders.

1.4. A person who has:

- higher professional education, additional professional education in the field of state and municipal administration, personnel management, project management, management and economics;
- availability of a scientific degree and academic title;
- experience of scientific or scientific-pedagogical work, or work in managerial positions for at least 5 years.

1.5. The Rector of the University must know:

- laws and other regulatory legal acts of the Kyrgyz Republic relating to the sphere of higher professional and additional professional education, regulating the educational, scientific, industrial, economic and financial and economic activities of educational institutions;
- priority directions of development of the educational system of the Kyrgyz Republic;
- priority directions for the development of scientific activity in the Kyrgyz Republic;
- theory and methods of educational systems management;
- methodological and regulatory documents relating to the scope of training of specialists of higher professional and additional professional education;
- fundamentals of tax, economic and environmental, labor legislation;
- scientific achievements and best practices of foreign educational institutions in the field of higher professional and additional professional education;
- rules on labor protection and fire safety.

1.6. The Rector of the University in his activities is guided by:

- local acts and organizational and administrative documents of the University;
- internal labor regulations;
- rules of labor protection and safety, ensuring industrial sanitation and fire protection;
- this job description;
- personal employment contract.

1.7. During the period of temporary absence of the Rector of the University, his duties are assigned to vice-rectors, responsible for certain areas of work who are liable for non-fulfillment or improper fulfillment of the duties assigned to them in connection with the replacement.

2. Job Responsibilities

2.1. The Rector of the University performs the following duties:

2.1.1. Manages the educational and scientific activities of the University.

2.1.2. Carries out general management of the current educational and scientific activities of the University in accordance with its statutory goals and objectives.

2.1.3. Ensures the implementation of decisions and other acts issued by the General Meeting of Founders and the President of the University, as well as provide a report on their implementation.

2.1.4. Represents the interests of the University in all institutions, organizations and enterprises and is responsible for the state of educational and scientific affairs before the General Meeting of Founders and the President.

2.1.5. Manages the work of the Academic Council of the University, councils of faculties, departments and other departments. Signs the decisions of the Academic Council.

2.1.6. Submits vice-rectors for approval by the Academic Council.

2.1.7. Organizes the preparation and implementation of decisions of the Academic Council on improving the educational and scientific activities of the University, and also provides a report on their implementation.

2.1.8. Makes enrollments, transfers, granting academic leave and expulsion of students from the University in accordance with the legislation of the Kyrgyz Republic.

2.1.9. Approves the staff of the teaching staff and staff (except for administrative and managerial staff) of the University with the consent of the resident and distribution of duties.

2.1.10. Ensures compliance with the established procedure for filling the positions of the teaching staff and researchers.

2.1.11. Approves the heads of research, design and technology, experimental and other departments that are part of the University, determines their competence.

2.1.12. Participates in solving issues of improving the personnel, financial, educational, organizational and managerial activities of the University.

2.1.13. Represents the University at international forums, in state and public organizations on previously agreed issues related to the development of higher education and science.

2.1.14. In agreement with the President of the University develops and approves internal regulations, rules, curricula, decisions of commissions and instructions necessary for the educational activities of the University.

2.1.15. The Rector is required to present regularly General meeting of founders and to the President reports on their activities related to the educational activities of the University, and on the work done in the established General meeting of founders and Presidential terms.

2.1.16. Manages the educational, scientific, activities of the Academic Council of the University.

2.1.17. Organizes the work and interaction of the structural units of the university administration, directs their activities to improve the educational and scientific process, taking into account social priorities and the need for specialists in the country's economy, as well as the international integration of educational processes and the application of modern foreign education standards.

2.1.18. Ensures the quality and effectiveness of the educational, scientific and educational work of the University.

2.1.19. Organizes the management of the University on the basis of achievements in the use of the latest technology and technology, domestic and foreign experience in education, the use of progressive forms of management and organization of work.

2.1.20. Organizes communication with scientific organizations, with related educational institutions, aimed at improving the efficiency of training specialists, maintaining and expanding international cooperation of the University in the field of education and science.

2.1.21. Ensures the involvement of innovative educational technologies in order to maintain and expand the scope of the educational activities of the University.

2.1.22. Supervises the preparation of curricula and additional educational programs.

2.1.23. Takes measures to provide the University with qualified teaching staff, conduct regular advanced training of teaching staff, exchange of experience.

2.1.24. Provides a combination of economic and administrative management methods, the application of the principles of material and moral incentives to improve the efficiency of the University employees, the application of the principles of their material interest and responsibility for the assigned work and the results of work.

2.1.25. Contributes to the development of labor motivation, initiative and activity of the employees of the University.

2.1.26. Carries out the distribution of duties between vice-rectors, deputies of the rector, approves the job descriptions of his employees.

2.1.27. Acts without a power of attorney on behalf of the University and represents the interests of the institution in public authorities and administration.

2.1.28. Ensures compliance with trade secrets in the departments of the administration.

2.1.29. Organizes at the University registration of persons liable for military service, who are in reserve, subject to conscription for military service.

2.1.30. Ensures the submission of information to local governments and military commissariats.

2.1.31. In case of official necessity, the rector may be involved in the performance of his official duties overtime, in the manner prescribed by the provisions of labor legislation.

3. Rights

3.1. The rector has the right:

- within its competence, issue orders, instructions and instructions, give instructions that are binding on all teachers and students of the University, as well as conclude contracts and sign cooperation agreements;
- carry out hiring and dismissal of teachers and employees of the University who are not part of the management and financial staff;
- make decisions on all other issues of the University activities that do not fall within the exclusive competence of the General Meeting of Founders and the President of the University;
- The University is provided with the necessary premises, material resources, as well as social guarantees provided for by the current legislation of the Kyrgyz Republic;
- give instructions to subordinate employees and services, tasks on a range of issues included in his functional duties;
- control the fulfillment of production tasks, the timely execution of individual orders and tasks by subordinate services;
- to request and receive the necessary materials and documents related to the issues of its activities, services and divisions subordinate to it;
- make decisions on the imposition of material and disciplinary sanctions on employees, services and divisions subordinate to him, who do not perform or improperly perform their official duties;
- make decisions on the promotion of distinguished employees, subordinate services and divisions;
- cancel orders (instructions, decisions) of his deputies (vice-rectors), deans of faculties and heads (chiefs, heads) of services and divisions subordinate to him;
- within the limits established by law, determine the composition and scope of information constituting a trade secret;
- interact with other enterprises, organizations and institutions on production and other issues within its competence;
- sign and endorse documents within their competence;
- enjoy other rights established by the Labor Code of the Kyrgyz Republic and other legislative acts of the Kyrgyz Republic.

4. Responsibility and performance evaluation

4.1. The rector is responsible for the results of the educational and scientific activities of the University, the quality of education and training of students in accordance with the requirements of state educational standards.

4.2. The rector bears administrative, disciplinary and material (and in some cases, provided for by the legislation of the Kyrgyz Republic - and criminal) responsibility for:

4.2.1. Non-fulfillment or improper fulfillment of official instructions of the immediate supervisor.

4.2.2. Failure to perform or improper performance of their labor functions and assigned tasks.

4.2.3. Unlawful use of the granted official powers, as well as their use for personal purposes.

4.2.4. Inaccurate information about the status of the work entrusted to him.

4.2.5. Failure to take measures to suppress the identified violations of safety regulations, fire and other rules that pose a threat to the activities of the University and its employees.

4.2.6. Life and health, observance of the rights and freedoms of students and employees during the educational process in accordance with the procedure established by the legislation of the Kyrgyz Republic.

4.2.7. Failure to enforce labor discipline.

4.2.8. Causing material damage to the University and employees personally.

4.3. Evaluation of the work of the rector is carried out:

4.3.1. The immediate supervisor - regularly, in the course of the daily implementation of the employee's labor functions.

4.3.2. The main criterion for evaluating the work of the rector is the quality, completeness and timeliness of his performance of the tasks provided for by this instruction.

5. Working conditions

5.1. The rector's work schedule is determined in accordance with the internal labor regulations established at the University.

5.2. In connection with the operational need, the rector is obliged to go on business trips (including local ones).

5.3. To solve operational issues related to the provision of production activities, the Rector may be provided with official vehicles.

6. Right to sign

6.1. To ensure his activities, the rector is granted the right to sign organizational and administrative documents on issues referred to his competence by this job description.

Familiarized with the instruction (a) ____ / ____ / " ____ " ____ 20__

APPROVAL AND ACQUISITION SHEET

" ____ " ____ 20__

Rector of Salymbekov University

E.Zh. Zhumadilov

Vice-President of the Institution "Salymbekov University"

U.E. Esenamanov

Head of the Department of HR and office work

N.M. Zhunushalieva