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Approved by
Chairman of the Board – Rector
NPJSC "Zhetysu University named after
I. Zhansugurov",

Doctor of Geographical sciences,
professor



K. Baimyrzayev

2021

REGULATIONS on holding a competition for the vacant positions of structural units' directors IRD-ZU-06-04

	Position	Full name	Date	Signature
Designed by	Head of Human resources and documentation department	G. Bektasova	28.10.2021	
Agreed by	Member of the Board – Vice-Rector for scientific work	A. Bakhtaulova	28.10.2021	
	Lawyer of the Public procurement and legal support department	B. Saduakasova	28.10.2021	
Brought into effect by the decision of the Academic Council dated October 28, 2021 (Protocol No. 3)				

Taldykorgan, 2021

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1 AREA OF USE

1.1 This Regulation was designed in accordance with the Framework agreement on the consolidation of the principles of meritocracy in Personnel policy between the Ministry of Education and Science of the Republic of Kazakhstan and Zhetysu University named after Ilyas Zhansugurov.

1.2 This Regulation establishes the procedure and conditions for holding a competition for the vacant positions of structural units' directors of the Zhetysu University named after Ilyas Zhansugurov (hereinafter – ZU).

1.3 This Regulation defines the composition, terms and procedure of the work of the competition commission on holding a competition for the vacant positions of the structural units' directors.

1.4 This Regulation is a part of the document of ZU's internal quality assurance system.

2 RESPONSIBILITY AND AUTHORITY

2.1 Chairman of the Board – Rector:

- approves this Regulation;
- makes a decision on the holding a competition;
- determines the number and personal composition of the competition commission and the terms of its powers;
- preliminarily reviews the materials submitted to the competition.

2.2 The competition commission is responsible for the implementation of the requirements specified in this Regulation.

3 DESCRIPTION OF THE PROCEDURE

3.1 General terms

3.1.1 The competition for the vacant positions of structural units' directors is held by the university, if there are vacant positions of the structural units' directors.

3.1.2 Individuals with education corresponding to the qualification requirements are allowed to participate in the competition for vacant positions of structural units' directors.

3.1.3 The decision to hold the competition is made by the Chairman of the Board - Rector of the University on the basis of a written reasoned application.

3.1.4 The application, along with the proposal to announce the competition, must contain the name of the position, the structural unit and the requirements for the applicant to fill this position, taking into account the specifics of the job responsibilities.

3.2 Formation of the competition commission and the objectives of the competition

3.2.1 The number and personal composition of the competition commission and the terms of its powers are determined by the Chairman of the Board - Rector of the University.

3.2.2 The Competition Commission is created in the following composition:

- Chairman of the Competition Commission – Chairman of the Board - Rector of the University;
- Deputy chairman of the competition commission – Vice-Rector or head of a structural unit;
- Secretary of the competition commission – a full-time employee of the university;
- Members of the competition commission consisting of at least 3 people.

3.2.3 The Competition Commission decides to hold an open vote on the competitive selection for vacant positions of structural units' directors. The form of the scorecard is given in Appendix A.

3.2.4 The main objectives of the work of the competition commission are:

- providing everyone with equal opportunities to participate in the competition;
- ensuring fair competition among the participants of the competition;
- monitoring compliance with the objectivity and publicity of the competition;
- determination of the schedule of competition commission's meeting;
- analysis of the tender documentation;
- making a decision on the results of the competition.

3.3 The competition procedure

3.3.1 The competition consists of the following stages:

- consideration of candidates' applications for vacant positions of structural units' directors of the university;
- conducting interviews with candidates;
- summing up the results of the competition.

3.3.2 The announcement of the competition for the vacant position of structural units' directors is posted on the official website of the ZU.

3.3.3 The deadline for submitting applications for participation in the competition is no later than 14 calendar days from the date of the announcement. Next, a competition is announced for the vacant position of structural units' directors. The decision to announce a competition on vacant position of the director of the structural unit is made by the Chairman of the Board - Rector of the University.

3.3.4 The competition is held among the persons who have submitted an application for participation in the competition.

3.3.5 The competition for vacant positions of structural units' directors is held in the form of an interview. When assessing the qualities of a candidate, the competition commission proceeds from the relevant qualification requirements for the vacant position and other requirements of the job description for the relevant position, as well as taking into account the professional, personal and managerial competencies of the candidate.

3.3.6 Employees of the university have the right to participate in the competition, regardless of what positions they hold at the time of competition.

3.3.7 The participants of the competition must meet the following requirements: have the necessary education and level of professional training corresponding to the qualification requirements.

3.4 Announcement of the competition

The announcement of the competition contains the following information:

- name of the vacant position;
- the name of the university indicating the location, postal address, phone number;
- the main requirements for the participant of the competition, determined in accordance with the job description for the corresponding position;
- a list of necessary documents for participation in the competition.

3.5 List of the required documents to participate in the competition

3.5.1 Individuals wishing to participate in the competition submit the following documents to the Chairman of the Board - Rector of the University:

- statement;
- personal list of personnel records;
- copies of educational documents certified in accordance with the established procedure;
- autobiography;
- a sanitary book (in addition to the certificate of the narcological and neuropsychiatric organization that the participant of the competition is not registered);
- a certificate of the presence or absence of information on the records of the Committee on Legal Statistics and Special records of the Prosecutor General's Office of the Republic of Kazakhstan on the commission of a criminal offense by a person;
- the participant of the competition has the right to submit additional information concerning his education, professional level, as well as documents confirming work experience and qualifications.

3.5.2 The materials submitted for the competition are preliminarily reviewed by the Chairman of the Board - Rector of the University. Its corresponding conclusion is sent in written form to the competition commission.

3.6 Decision based on the results of the competition

3.6.1 The decision of the competition commission during the competition is valid if at least 2/3 of the members of the total composition of the commission participated in the voting and the basis for concluding an employment contract. The candidate who has received the majority of votes of the members of the competition commission present is considered to have passed the competition.

3.6.2 If during the competition, in which two or more candidates participated, the votes were divided equally, then the vote of the chairman of the competition commission is decisive.

3.6.3 If the competition did not take place due to the absence of applications or for any other reason, the Rector of the university independently decides on the vacant position.

3.6.4 The decision of the competition commission is final if it is made in compliance with the requirements of this Regulation.

4 AMENDMENTS

Amendments to this Regulation and the preparation of “Notices of Amendment” must be made in accordance with the requirements of IRD-ZU-15-02 and registered in the “List of registration of amendments”.

Appendix A

Scorecard form

SCORECARD

Meeting of the competition commission
dated “____” _____ 20____

Protocol No. ____

For the position _____

Full name of the candidate _____

1 EVALUATION OF DATA

Qualification requirements	Evaluation criteria					Remark
Education	comply/does not comply					
	5	4	3	2	1	
Professional experience						
Qualification requirements (<i>availability of publications, participation as a supervisor or performer in fundamental and/or scientific and applied projects</i>)						
Language skills: Kazakh, Russian, English						

2 EVALUATION OF PRESENTATION

Evaluation criteria	5	4	3	2	1	Remark
Using interactive techniques in work						
Availability of situational tasks						
Relevance of the information provided						

3 EVALUATION OF THE INTERVIEW

Questions	5	4	3	2	1	Remark

4 FINAL DECISION

Decision	Justification	Remark
Candidate is recommended to occupy a vacant position		
Candidate is not recommended to occupy a vacant position		

Full name of the competition commission member _____

Signature _____ Date _____

List of registration of amendments

[illegible]

List of familiarization

[illegible]