

**Vice-Rector for Social Development,
Member of the Management Board**

Credentials

Vice-rector for social development, member of the Management Board:

- 1) within its competence, reports to the Chairman of the Management Board-Rector, the Board of Directors and its committees on the work done;
- 2) within the limits of its competence, give orders and sign the outgoing correspondence of the University, a scanned version of which must be immediately provided (for information) to the Chairman of the Board-Rector through his assistant;
- 3) submits issues for consideration by the Management Board and advisory–advisory bodies created under the Management Board;
- 4) ensures the development of the Development Plan of the University, as well as a report on its implementation (execution) in terms of the areas (issues) supervised by it;
- 5) ensures the implementation of the current and long-term plans of the University;
- 6) carries out general management and oversees the work of the Department for educational, social work and youth policy, the Health Center, the Student Rector's Office, the Council of Veterans, the Rukhani Zhagyr Center, the Abai TV Studio, the Assembly of the People of Kazakhstan Department, the Parasat Center;
- 7) oversees and ensures the implementation of all activities related to educational and social activities of the University in accordance with the legislation of the Republic of Kazakhstan and internal documents of the University, including coordinating and exercising general control over the organization and implementation of social activities of institutions;
- 8) approves the schedule and timesheet of the workflow in the areas (issues) supervised by him;
- 9) within the competence, ensures the implementation of internal control measures;
- 10) organizes the timely updating of the internal documents of the University in the areas (issues) supervised by it;
- 11) organizes the fulfillment of the University's obligations in the areas (issues) supervised by it;
- 12) coordinates the work on the development of the necessary methodological documentation for educational work, for the preparation and conduct of cultural and educational activities.
- 13) coordinates the interaction of representatives of the administration, services and departments of the University, providing the educational process with representatives of the public and law enforcement agencies.
- 14) monitors the state of medical care for students. Ensures the safety of equipment, devices, technical and visual aids used in the educational process.
- 15) ensures high-quality and timely preparation, reliability and delivery of reporting documentation in the prescribed manner:
 - conscientiously fulfill labor obligations stipulated by labor, collective agreements and administrative acts;
 - to observe labor discipline, not to allow actions that are contrary to morality, norms of behavior corresponding to the appearance of a university employee;
 - not to allow property damage and damage to the rights and legitimate interests of the university in the course of work;
 - comply with the requirements of the rules for labor protection and safety.
- 16) performs other functions determined by the internal documents of the University and the power of attorney issued by the Chairman of the Board-Rector.