

**Vice-rector for administrative and financial activities,
Member of the Management Board**

Credentials

Vice-rector for administrative and financial activities, 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) signs bank payment documents of the University;
- 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) submits issues for consideration by the Management Board and consultative and advisory bodies created under the Management Board;
- 6) monitors the process of disclosing and providing information on the activities of the University (in the areas supervised by it) in accordance with the requirements of the legislation;
- 7) ensures the implementation of current and future plans of the University;
- 8) carries out general management and oversees the activities of the Administrative Department, the Financial and Economic Department, the Infrastructure Development Department;
- 9) approves the technical specification of the purchased goods, works and services in the areas (issues) supervised by him;
- 10) sign acts of acceptance and transfer of goods, works and services (acts of work performed / services rendered) in the areas (issues) supervised by him for an amount up to 2000 MCI, in agreement with the Vice-Rector for Academic Activities - Deputy Chairman of the Management Board;
- 11) within its competence, ensures the implementation of measures for the procurement of goods, works and services at the University in accordance with the legislation of the Republic of Kazakhstan and the internal documents of the University;
- 12) approves the schedule and timesheet of the work process in the areas (issues) supervised by him;
- 13) within the competence, ensures the implementation of internal control measures;
- 14) organizes the timely updating of the internal documents of the University in the areas (issues) it supervises;
- 15) organizes the fulfillment of the University's obligations in the areas (issues) supervised by it;
- 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.