

Қазақстан Республикасы
Мәдениет және ақпарат
министрлігі
«Құрманғазы атындағы Қазақ
ұлттық консерваториясы»
РММ



RSI Kurmangazy Kazakh
National Conservatory
Ministry of culture and
information
Republic of Kazakhstan

НҰСҚАУЛЫҚ

INSTRUCTION

APPROVED

By Rector

**RSU"Kazakh National The Conservatory
named after Kurmangazy" of the
Ministry of Culture and Information
of the Republic of Kazakhstan
Tasbergenova G.K.
12.03.2025**

REQUIREMENTS FOR THE FORMATTING AND APPROVAL OF REGULATIONS FOR DEPARTMENTS, SERVICES, AND JOB DESCRIPTIONS OF EMPLOYEES OF THE KURMANGAZY KAZAKH NATIONAL CONSERVATORY

FORMATTING REQUIREMENTS:

- ✓ Job Description length — 2–10 pages;
- ✓ Department Regulation length — 6–12 pages;
- ✓ Text editor — Microsoft Word;
- ✓ Font — Times New Roman, size 14 pt;
- ✓ Line spacing — 1.0;
- ✓ Paragraph indentation — 0.7 cm; footnotes must be placed at the bottom of the page (font size — 14 pt);
- ✓ All margins — 2 cm;
- ✓ Titles and subtitles of the document must be written in **UPPERCASE** and **bold**, for example:
“**QUALITY MANAGEMENT, INTERNAL AUDIT AND STRATEGIC PLANNING PROJECT OFFICE**”
“**HEAD OF THE QUALITY MANAGEMENT, INTERNAL AUDIT AND STRATEGIC PLANNING PROJECT OFFICE**”;
- ✓ Section numbering — in Arabic numerals;
- ✓ Item numbering — continuous;
- ✓ Department Regulations must be approved by the Academic Council of the Kurmangazy Kazakh National Conservatory (hereinafter — the Conservatory);
- ✓ Job Descriptions must be approved by the supervising Vice-Rector or Head of the Service (in the case of services — by the Rector of the Conservatory);

- ✓ The footer (custom) must be automatically generated as a table, indicating the type and title of the document, and the name of the university in **UPPERCASE**, font size — 12 pt;
- ✓ The document must be developed by the Head of the respective Department or Service.

APPROVAL PROCEDURE FOR DEPARTMENT REGULATIONS AND JOB DESCRIPTIONS:

The supervising Vice-Rector or Head of the Service approves the following sections of the Department Regulation:

- ✓ **Department goals and objectives** — coordination of key functions in line with the Conservatory's strategy;
- ✓ **Structure and subordination** — placement within the organizational structure, and interaction with other departments;
- ✓ **Functions and responsibilities** — distribution of duties among department staff;
- ✓ **Authority and accountability** — decision-making levels and responsibilities for non-compliance;
- ✓ **Monitoring and reporting** — mechanisms for evaluating department performance.

In employee Job Descriptions, the supervising Vice-Rector or Head of the Service approves:

- ✓ **Main responsibilities** — employee's scope of responsibility;
- ✓ **Qualification requirements** — education, work experience, and required skills;
- ✓ **Rights and authority** — what the employee is permitted to do within their role;
- ✓ **Accountability** — responsibilities for mistakes or violations;
- ✓ **Interaction with other departments** — communication and coordination procedures.

The Compliance Officer and Head of the Legal Sector approve:

- ✓ **Compliance with legislation** — monitoring the department's and employees' adherence to laws, regulations, and internal policies;
- ✓ **Development and implementation of internal policies** — procedures to prevent violations (anti-corruption, conflict of interest, data protection, etc.);
- ✓ **Risk assessment** — identification and minimization of regulatory non-compliance risks;
- ✓ **Employee training** — conducting trainings and informing staff about regulatory changes.

The Head of the Human Resources Department approves the following sections of Department Regulations:

- ✓ **Department structure** — approval of positions and hierarchy;
- ✓ **Employee responsibilities** — ensures proper task allocation per job role;
- ✓ **Qualification requirements** — education, experience, and competencies needed for the role;
- ✓ **Performance evaluation and staff development** — approval of certification, training, and career advancement procedures;
- ✓ **Motivation and compensation** — approval of reward systems, bonuses, and other incentive programs.

In Job Descriptions, the Head of the Human Resources Department approves:

- ✓ **Responsibilities** — ensuring task lists align with labor legislation;
 - ✓ **Qualification requirements** — verifying that required competencies meet industry standards;
 - ✓ **Rights and duties** — correct balance between authority and accountability;
 - ✓ **Social guarantees and working conditions** — compliance with the Labor Code and internal policies of the Conservatory.
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The Head of the Quality Management, Internal Audit and Strategic Planning Project Office approves:

In Department Regulations:

- ✓ **Goals and objectives of the department** — alignment with the Conservatory's strategy, focus on quality improvement, audit, and development;
- ✓ **Functions and authority** — role in quality management, internal auditing, and strategic planning;
- ✓ **Internal audit procedures** — process for conducting audits, monitoring, and compliance checks;
- ✓ **Quality and performance metrics** — indicators used to evaluate departmental performance;
- ✓ **Strategic initiatives** — coordination of long-term development and management improvement processes.

In employee Job Descriptions:

- ✓ **Responsibilities** — tasks related to quality management, auditing, and strategic planning;
- ✓ **Qualification requirements** — necessary skills in quality management, auditing, and strategy;
- ✓ **Accountability for internal audit** — processes for inspections, reporting, and implementing corrective actions;
- ✓ **Interaction with other departments** — communication related to quality, audit, and strategy;
- ✓ **Participation in strategic planning** — tasks related to data analysis, forecasting, and recommendation development.

STRUCTURE OF A DEPARTMENT REGULATION:

1. General Provisions
2. Objectives
3. Functions
4. Rights
5. Responsibilities
6. Interaction

STRUCTURE OF A JOB DESCRIPTION FOR AN EMPLOYEE OF A STRUCTURAL UNIT:

1. General Provisions
2. Qualification Requirements
3. Job Responsibilities

4. Rights
5. Responsibilities

05.03.2025

Prepared by:
Head of the Quality Management, Internal Audit
and Strategic Planning Project Office



A. Sarymsakova