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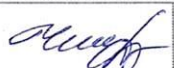
Republican State Institution
"Kazakh National Conservatory
named after Kurmangazy"
Ministry of Culture and
Information of the Republic of
Kazakhstan

ЕРЕЖЕЛЕР

RULES

Approved by G. Tasbergenova - the rector
of the Kurmangazy Kazakh National Conservatory
on August 1, 2024

QUALIFICATION CHARACTERISTICS OF THE POSITIONS OF THE TEACHING STAFF AND EMPLOYEES OF THE KURMANGAZY KAZAKH NATIONAL CONSERVATORY

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CONTENT

1. GENERAL PROVISIONS	6
2. REQUIREMENTS FOR UNIVERSITY EMPLOYEES	6
SECTION 1. VICE-RECTOR FOR EDUCATIONAL AND EDUCATIONAL-METHODICAL WORK	6
SECTION 2. VICE-RECTOR FOR SCIENTIFIC AND CREATIVE ACTIVITIES AND INTERNATIONAL COOPERATION	6
SECTION 3. VICE-RECTOR FOR EDUCATIONAL AND SOCIAL WORK.....	8
SECTION 4. HEAD OF THE RECTOR'S OFFICE	8
PARAGRAPH 5. SCIENTIFIC SECRETARY	9
SECTION 6. OFFICE MANAGER.....	9
SECTION 7. ASSISTANT TO THE RECTOR	9
PARAGRAPH 8. ADVISOR TO THE RECTOR.....	9
SECTION 9. CHIEF ANTI-CORRUPTION ADMINISTRATOR.....	10
SECTION 10. HEAD OF THE FINANCIAL AND ECONOMIC SERVICE - CHIEF ACCOUNTANT	10
SECTION 11. HEAD OF THE ACCOUNTING AND ECONOMIC PLANNING DEPARTMENT - DEPUTY CHIEF ACCOUNTANT	11
PARAGRAPH 12. ACCOUNTANT	11
SECTION 13. CHIEF ECONOMIST	12
PARAGRAPH 14. ECONOMIST	12
SECTION 15. WAREHOUSE MANAGER	12
SECTION 16. HEAD OF HR DEPARTMENT	13
SECTION 17. SENIOR HR MANAGER.....	13
SECTION 18. HR MANAGER.....	14
SECTION 19. HEAD OF THE DOCUMENTATION DEPARTMENT	14
PARAGRAPH 20. ARCHIVIST	15
SECTION 21. SENIOR DOCUMENTATION MANAGER	15
SECTION 22. DOCUMENTATION MANAGER	16
SECTION 23. HEAD OF THE SECTOR OF PUBLIC PROCUREMENT	16
SECTION 24. SENIOR PUBLIC PROCUREMENT MANAGER	16
SECTION 25. PUBLIC PROCUREMENT MANAGER.....	17
SECTION 26. HEAD OF THE LEGAL SECTOR	17
SECTION 27. SENIOR LAWYER	17
PARAGRAPH 28. LAWYER	18
SECTION 29. HEAD OF THE INFORMATION POLICY DEPARTMENT – PRESS SECRETARY ..	18
SECTION 30. SENIOR INFORMATION MANAGER	18

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy
Kazakh National Conservatory named after Kurmangazy	Page2from61

SECTION 31. INFORMATION SUPPORT MANAGER	19
PARAGRAPH 32. TRANSLATOR	19
SECTION 33. HEAD OF THE SERVICE FOR ORGANIZING CONCERT AND CREATIVE ACTIVITIES	20
SECTION 34. DEPUTY HEAD OF THE SERVICE FOR ORGANIZING CONCERT AND CREATIVE ACTIVITIES	20
SECTION 35. HEAD OF THE CREATIVE ACTIVITIES ORGANIZATION SECTOR	20
SECTION 36. CREATIVE DEVELOPMENT MANAGER	21
SECTION 37. HEAD OF THE CONCERT DEPARTMENT	21
SECTION 38. SENIOR CONCERT MANAGER	21
SECTION 39. CONCERT ACTIVITIES MANAGER	22
SECTION 40. CLOTHING REPAIRMAN	22
SECTION 41. HEAD OF THE STUDIO RECORDING DEPARTMENT	22
SECTION 42. SENIOR SOUND ENGINEER	22
SECTION 43. SOUND ENGINEER	23
SECTION 44. HEAD OF THE EDUCATIONAL PLANNING AND ORGANIZATION SERVICE	23
SECTION 45. HEAD OF THE CURRICULUM PLANNING DEPARTMENT	24
SECTION 46. SENIOR MANAGER FOR THE ACADEMIC PROCESS	24
SECTION 47. MANAGER OF THE EDUCATIONAL PROCESS	25
SECTION 48. HEAD OF THE REGISTRAR'S OFFICE DEPARTMENT	25
SECTION 49. SENIOR STATISTICIAN-REGISTRAR	26
SECTION 50. STATISTICIAN-REGISTRAR	26
SECTION 51. HEAD OF THE EDUCATIONAL AND METHODOLOGICAL DEPARTMENT	26
PARAGRAPH 52. SENIOR METHODOLOGIST	27
PARAGRAPH 53. METHODOLOGIST	27
SECTION 54. HEAD OF THE DEPARTMENT OF ADVANCED TRAINING AND FURTHER EDUCATION	28
SECTION 55. SENIOR MANAGER FOR ADVANCED TRAINING AND FURTHER EDUCATION	28
SECTION 56. SENIOR MANAGER FOR THE ORGANIZATION OF CAREER GUIDANCE WORK	29
SECTION 57. MANAGER FOR ADVANCED TRAINING AND FURTHER EDUCATION	29
SECTION 58. HEAD OF THE DEPARTMENT OF POSTGRADUATE EDUCATION	29
SECTION 59. SENIOR MANAGER OF POSTGRADUATE EDUCATION	30
SECTION 60. POSTGRADUATE EDUCATION MANAGER	30
SECTION 61. HEAD OF SCIENCE DEPARTMENT	31
SECTION 62. SENIOR SCIENCE MANAGER	31
SECTION 63. SCIENCE MANAGER	32
SECTION 64. HEAD OF THE INTERNATIONAL DEPARTMENT	32

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page3from61

SECTION 65. SENIOR MANAGER FOR INTERNATIONAL RELATIONS.....	32
SECTION 66. INTERNATIONAL RELATIONS MANAGER.....	33
SECTION 67. HEAD OF THE SCIENTIFIC AND INFORMATION LIBRARY SERVICE	33
SECTION 68. HEAD OF THE READER SERVICES, ACQUISITION AND STORAGE DEPARTMENT	34
SECTION 69. SENIOR LIBRARIAN OF THE READER SERVICES, ACQUISITION AND STORAGE DEPARTMENT	34
SECTION 70. LIBRARIAN OF THE SERVICE DEPARTMENT READERS, ACQUISITION AND STORAGE OF FUNDS	35
SECTION 71. HEAD OF THE ELECTRONIC RESOURCES DEPARTMENT OF THE LIBRARY ..	35
SECTION 72. SENIOR LIBRARIAN OF THE ELECTRONIC RESOURCES DEPARTMENT OF THE LIBRARY	35
SECTION 73. LIBRARIAN OF THE ELECTRONIC RESOURCES DEPARTMENT OF THE LIBRARY	36
SECTION 74. HEAD OF THE DEPARTMENT FOR WORK WITH STUDENTS AND ALUMNI	36
SECTION 75. SENIOR MANAGER FOR STUDENT AND ALUMNI RELATIONS	36
SECTION 76. STUDENT AND ALUMNI RELATIONS MANAGER	37
SECTION 77. DOCTOR	37
PARAGRAPH 78. PSYCHOLOGIST	37
SECTION 79. HEAD OF THE HOSTEL	37
PARAGRAPH 80. HOSTEL ATTENDANT	38
SECTION 81. DUTY ADMINISTRATOR.....	38
SECTION 82. CLEANING LADY	38
SECTION 83. TOILET CLEANER	39
SECTION 84. JANITOR	39
PARAGRAPH 85. WORKING	39
SECTION 86. HEAD OF THE BUILDING MAINTENANCE AND OPERATION SERVICE	39
SECTION 87. HEAD OF BUILDING MAINTENANCE DEPARTMENT – DEPUTY HEAD OF THE BUILDING MAINTENANCE AND OPERATIONS SERVICE	40
SECTION 88. CHIEF ENGINEER	40
SECTION 89. FIRE SAFETY ENGINEER	40
SECTION 90. HEATING ENGINEER	41
SECTION 91. VENTILATION ENGINEER.....	41
SECTION 92. MECHANIC	42
PARAGRAPH 93. ENERGY DRINK.....	42
SECTION 94. TELEPHONE NETWORK MASTER	43
SECTION 95. ELECTRICAL ENGINEER	43
SECTION 96. OCCUPATIONAL SAFETY ENGINEER.....	43
SECTION 97. DRIVER.....	44

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page4from61

SECTION 98. PLUMBER.....	44
SECTION 99. HEAD OF BUSINESS SERVICES.....	44
SECTION 100. HEAD OF SECURITY DEPARTMENT	45
SECTION 101. SENIOR INSPECTOR OF THE SECURITY DEPARTMENT	45
SECTION 102. SECURITY DEPARTMENT INSPECTOR.....	46
SECTION 103. HEAD OF THE INFORMATION TECHNOLOGY SECTOR.....	46
PARAGRAPH 104. DIGITAL INFRASTRUCTURE DEVELOPMENT MANAGER.....	46
SECTION 105. SOFTWARE AND INFORMATION SECURITY ENGINEER.....	47
SECTION 106. HEAD OF THE MUSICAL INSTRUMENT REPAIR DEPARTMENT	47
SECTION 107. MUSICAL MASTER OF THE MUSICAL INSTRUMENT REPAIR DEPARTMENT	47
SECTION 108. MANAGER OF THE MUSICAL INSTRUMENTS WAREHOUSE.....	47
SECTION 109. HEAD OF THE PRINTING SECTOR.....	48
SECTION 110. TECHNICAL MANAGER OF THE PRINTING SECTOR.....	48
SECTION 111. PRINTING SECTOR DESIGNER.....	48
SECTION 112. HEAD OF QUALITY MANAGEMENT SECTOR.....	49
SECTION 113. QUALITY MANAGER.....	49
SECTION 114. DEAN OF THE FACULTY	49
SECTION 115. HEAD OF DEPARTMENT.....	50
PARAGRAPH 116. PROFESSOR.....	51
PARAGRAPH 117. ASSOCIATE PROFESSOR.....	51
SECTION 118. SENIOR LECTURER.....	52
SECTION 119. TEACHER	52
PARAGRAPH 120. LABORATORY ASSISTANT.....	53
SECTION 121. HEAD (MANAGER) OF THE SCIENTIFIC RESEARCH INSTITUTE OF PHYSICAL CULTURE AND MEDICINE	53
PARAGRAPH 122. CHIEF RESEARCHER OF THE NIFL	54
PARAGRAPH 123. SENIOR RESEARCHER AT THE INSTITUTE OF PHILOSOPHY	54
PARAGRAPH 124. JUNIOR RESEARCH FELLOW, NIFL	55
PARAGRAPH 125. ACCOMPANIST.....	55
PARAGRAPH 126. ILLUSTRATOR	55
3. FINAL PROVISIONS	56
CHANGE REGISTRATION SHEET	57
INFORMATION SHEET	58

1. GENERAL PROVISIONS

1. These rules of the Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy are determined and establishes the level of professional training of the employee necessary to perform the specified job responsibilities, and the requirements for work experience.

2. The qualification characteristics of the positions of the Conservatory have been developed in accordance with the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated December 30, 2020 No. 553 "On approval of the Qualification Handbook of positions of managers, specialists and other employees".

2. REQUIREMENTS FOR UNIVERSITY STAFF

Section 1. Vice-Rector for Academic and Educational-Methodological Work

3. Qualification requirements: higher (or postgraduate) education, an academic degree or a master's degree awarded upon completion of studies at Nazarbayev University or a foreign higher education institution in priority specialties approved by the Republican Commission for Personnel Training Abroad; work experience in managerial positions in educational organizations for at least 5 years or at least 3 years of work experience subject to completion of studies at Nazarbayev University and/or a foreign higher education institution in priority specialties approved by the Republican Commission for Personnel Training Abroad (Master's or PhD).

4. Must know:

- 1) Constitution of the Republic of Kazakhstan (RK);
- 2) personnel policy and strategy of the Conservatory;
- 3) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 4) state compulsory educational standard;
- 5) legislative acts of the Ministry of Culture and Information and the Ministry of Science and Higher Education of the Republic of Kazakhstan on issues of organizing scientific research activities and international cooperation;
- 6) Code of Corporate Ethics, Regulations on the Public Council for Combating Corruption;
- 7) rules and regulations of labor, safety, industrial sanitation and fire protection and other regulatory documents governing the work of the vice-rector in the profile of his/her activity.

Section 2. Vice-Rector for Scientific and Creative Activities and International Cooperation

5. Qualification requirements: higher (or postgraduate) education, academic degree; experience in leadership positions in educational organizations for at least 5 years.

6. Must know:

- 1) Constitution of the Republic of Kazakhstan (RK);
- 2) personnel policy and Conservatory strategy;
- 3) the structure and staff of the Conservatory, its profile, specialization and development prospects;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 6 from 61

- 4) state compulsory educational standard;
- 5) legislative acts Ministry of Culture and Information and the Ministry of Science and Higher Education of the Republic of Kazakhstan on issues of organizing the educational process;
- 6) Code of Corporate Ethics, Regulations on the Public Council for Combating Corruption;
- 7) rules and regulations of labor, safety, industrial sanitation and fire protection and other regulatory documents governing the work of the vice-rector in the profile of his/her activity.

Section 3. Vice-Rector for Educational and Social Work

7. Qualification requirements: higher (or postgraduate) education, with at least 3 years of teaching experience and/or organizational work experience.

8. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) legislative and regulatory legal acts of the Republic of Kazakhstan on education issues;
- 3) requirements of state educational standards;
- 4) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 5) personnel policy and strategy of the Conservatory;
- 6) content and principles of organizing training;
- 7) basic technological processes and work techniques in the specialty profile;
- 8) pedagogy, physiology, psychology and methods of the educational process;
- 9) code of corporate ethics;
- 10) modern forms and methods of teaching and educating students;
- 11) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 4. Head of the Rector's Office

9. Qualification requirements: higher (or postgraduate) professional education with at least 5 years of work experience.

10. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 3) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 4) internal work regulations, personnel policy and Conservatory strategy;
- 5) Code of Corporate Ethics, Code of Academic Integrity, Regulations on the Public Council for Combating Corruption;
- 6) rules and regulations of labor, safety, industrial sanitation and fire protection.

Section 5. Scientific Secretary

11. Qualification requirements: higher (or postgraduate) education in the relevant field of personnel training, a doctoral or candidate of science degree, scientific papers, at least 5 years of experience in scientific and organizational work; highly qualified specialists in the relevant field of knowledge who do not have an academic degree and who have the specified work

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 7 from 61

experience may be appointed to the position of scientific secretary for a period of up to 3 years.

12. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 3) documentation rules;
- 4) fundamentals of ethics, rules of business communication;
- 5) rules and regulations of labor, safety, industrial sanitation and fire protection.

Section 6. Office Manager

13. Qualification requirements: higher (or postgraduate) education in the relevant field of personnel training, additional training (courses) in the field of "Office Manager", experience in administrative work and/or work experience in the specialty for at least 1 year.

14. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) laws and regulations of the government of the Republic of Kazakhstan;
- 3) structure and states Conservatories;
- 4) requirements of state educational standards;
- 5) personnel policy and Conservatory strategy;
- 6) Code of Corporate Ethics;
- 7) rules and regulations of labor, technology security, industrial sanitation and fire protection.

Section 7. Assistant to the Rector

15. Qualification requirements: Higher (or postgraduate) education in the relevant field of personnel training and at least 1 year of work experience in management positions.

16. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) laws and regulations of the government of the Republic of Kazakhstan;
- 3) structure and states Conservatories;
- 4) requirements of state educational standards;
- 5) personnel policy and Conservatory strategy;
- 6) Code of Corporate Ethics;
- 7) rules and regulations of labor, technology security, industrial sanitation and fire protection.

Section 8. Rector's Advisor

17. Qualification requirements: Higher education and at least 5 years of work experience.

Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) laws and regulations of the government of the Republic of Kazakhstan;
- 3) Conservatory strategy;
- 4) structure and states Conservatories;
- 5) requirements of state educational standards;
- 6) content and principles of organizing training;
- 7) basic technological processes and work techniques in the specialty profile;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 8 from 61

- 8) pedagogy, physiology, psychology and methods of professional training;
- 9) modern forms and methods of teaching and educating students;
- 10) personnel policy and Conservatory strategy;
- 11) Code of Corporate Ethics;
- 12) rules and regulations of labor, technology security, industrial sanitation and fire protection.

Section 9. Chief Administrator for Combating Corruption

18. Qualification requirements: higher or postgraduate law education and work experience not less than 5 years in the specialty.

19. Must know:

- 1) The Constitution of the Republic of Kazakhstan; Laws of the Republic of Kazakhstan "On Combating Corruption", "On Education", "On Science", "On State Youth Policy", "On Languages in the Republic of Kazakhstan", the Labor Code of the Republic of Kazakhstan; State programs for the development of education and science of the Republic of Kazakhstan, other regulatory legal acts governing the functioning and development of higher education;
- 2) strategic documents and state programs of the Republic of Kazakhstan;
- 3) strategic plan for the development of the Conservatory;
- 4) the Conservatory's quality policy and objectives;
- 5) Labor and civil legislation of the Republic of Kazakhstan;
- 6) requirements of the international standard "ISO 37001: Anti-corruption management and compliance system";
- 7) rules and regulations on labor protection, safety engineering and fire safety.

Section 10. Head of the financial and economic service – chief accountant

20. Qualification requirements: higher (or postgraduate) education in a relevant specialty, a certificate of professional accountant and at least 5 years of experience in a managerial position in the financial and economic service.

21. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) methodological materials on accounting and economic work;
- 3) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 4) accounting policy and strategy of the Conservatory;
- 5) the procedure for preparing, maintaining and storing documentation related to accounting and their movement;
- 6) the procedure for drawing up established reports;
- 7) possibilities of using modern information technologies in the work of the financial and economic service;
- 8) office equipment, communications and communication equipment;
- 9) work with computer equipment at an advanced user level;
- 10) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 11. Head of the Accounting and Economic Planning Department – Deputy Chief Accountant

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 9 from 61

22. Qualification requirements: Higher professional (financial or economic) education and at least 3 years of work experience in the specialty.

23. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) methodological materials on accounting and economic work;
- 3) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 4) accounting policy and strategy of the Conservatory;
- 5) the procedure for preparing, maintaining and storing documentation related to accounting and their movement;
- 6) the procedure for drawing up established reports;
- 7) possibilities of using modern information technologies in the work of the accounting and economic planning department;
- 8) office equipment, communications and communication equipment;
- 9) work with computer equipment at an advanced user level;
- 10) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Paragraph 12. Accountant

24. Qualification requirements: higher or secondary vocational (accounting, financial or economic) education with experience of at least 1 year and knowledge of computer programs for accounting.

25. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) methodological materials on the organization of accounting of property, liabilities and business transactions and the preparation of reports, forms and methods of accounting in the organization, the plan and correspondence of accounts;
- 3) organization of document flow in accounting areas, the procedure for documenting and reflecting in accounting accounts transactions related to the movement of fixed assets, inventory items and cash;
- 4) accounting policy and strategy of the Conservatory;
- 5) the procedure for preparing, maintaining and storing documentation related to accounting and their movement;
- 6) methods of economic analysis of the economic and financial activities of an organization, rules for the operation of computer equipment, international financial reporting standards, skills in working with a depository, economics, labor organization and management;
- 7) possibilities of using modern information technologies in the work of the accounting and economic planning department;
- 8) office equipment, communications and communication equipment;
- 9) work with computer equipment at an advanced user level;
- 10) management methods, labor legislation, internal labor regulations, industrial sanitation, fire safety requirements.

Section 13. Chief Economist

26. Qualification requirements: higher professional (financial or economic) education and at least 3 years of work experience in the specialty.

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 10 from 61

27. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan, including in the field of budget planning;
- 2) local regulations of the Conservatory.

Section 14. Economist

28. Qualification requirements: higher or secondary vocational (financial or economic) education and work experience in the specialty for at least 2 years.

29. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan, including in the field of budget planning;
- 2) local regulations of the Conservatory.

Section 15. Warehouse Manager

30. Qualification requirements: technical and vocational, post-secondary (secondary specialized, secondary vocational) education in the relevant specialty (qualification) and at least 1 year of work experience in accounting and control, or general secondary education and at least 3 years of work experience in accounting and control.

31. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) rules for accounting, storage, movement of material assets in a warehouse, as well as rules for preparing accompanying documents for them;
- 3) rules for conducting inventory;
- 4) rules for organizing loading and unloading operations;
- 5) rules and procedures for storing and warehousing goods, provisions and instructions for their accounting;
- 6) terms of contracts for the transportation and storage of goods;
- 7) fire safety rules for storing materials and maintaining office premises;
- 8) safety regulations for the storage and movement of toxic, fire-hazardous and explosive materials, fuel and lubricants;
- 9) the procedure for drawing up established reports;
- 10) possibilities of using modern information technologies;
- 11) office equipment, communications and communication equipment;
- 12) work with computer equipment at an advanced user level;
- 13) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 16. Head of the HR Department

32. Qualification requirements: higher (or postgraduate) education in the relevant field of personnel training and work experience in organizing personnel management in positions of at least 5 years.

33. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) methodological materials on personnel management;
- 3) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 4) personnel policy and strategy of the Conservatory;
- 5) sources of supplying the Conservatory with personnel;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 11 from 61

- 6) the procedure for preparing, maintaining and storing documentation related to personnel and their movement;
- 7) the procedure for the formation and maintenance of a database of personnel of the Conservatory;
- 8) organization of timekeeping;
- 9) the procedure for drawing up established reports;
- 10) possibilities of using modern information technologies in the work of human resources departments;
- 11) office equipment, communications and communication equipment;
- 12) work with computer equipment at an advanced user level;
- 13) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 17. Senior HR Manager

34. Qualification requirements: Higher education, with at least 3 years of work experience in the specialty.

35. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) methodological materials on personnel management;
- 3) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 4) personnel policy and strategy of the Conservatory;
- 5) sources of supplying the Conservatory with personnel;
- 6) the procedure for preparing, maintaining and storing documentation related to personnel and their movement;
- 7) the procedure for the formation and maintenance of a database of personnel of the Conservatory;
- 8) organization of timekeeping;
- 9) the procedure for drawing up established reports;
- 10) possibilities of using modern information technologies in the work of human resources departments;
- 11) office equipment, communications and communication equipment;
- 12) work with computer equipment at an advanced user level;
- 13) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 18. HR Manager

36. Qualification requirements: higher education, with at least 2 years of experience in the specialty.

37. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) methodological materials on personnel management;
- 3) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 4) personnel policy and strategy of the Conservatory;
- 5) sources of supplying the Conservatory with personnel;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 12 from 61

- 6) the procedure for preparing, maintaining and storing documentation related to personnel and their movement;
- 7) the procedure for the formation and maintenance of a database of personnel of the Conservatory;
- 8) organization of timekeeping;
- 9) the procedure for drawing up established reports;
- 10) possibilities of using modern information technologies in the work of human resources departments;
- 11) office equipment, communications and communication equipment;
- 12) work with computer equipment at an advanced user level;
- 13) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 19. Head of the Documentation Department

38. Qualification requirements: higher education in the relevant specialty or higher education in another specialty and at least 3 years of work experience in the specialty.

39. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) Regulations on the Department of Documentation Support of the Conservatory;
- 3) Regulations on the Departmental Archives of the Conservatory;
- 4) standard rules for documentation, documentation management and the use of electronic document management systems in government and non-governmental organizations;
- 5) rules for the acceptance, storage, recording and use of documents from the conservatory's archival fund;
- 6) the procedure for preparing, maintaining and storing documentation;
- 7) organization of timekeeping;
- 8) standards of the unified system of organizational and administrative documentation;
- 9) the procedure for drawing up a nomenclature of files, inventories of files for permanent and temporary storage, established reporting;
- 10) office equipment, communications and communication equipment;
- 11) work with computer equipment at an advanced user level;
- 12) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 20. Archivist

40. Qualification requirements: secondary specialized or higher professional education without any requirements for work experience.

41. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) the procedure for preparing, maintaining and storing documentation;
- 3) organization of timekeeping;
- 4) the procedure for drawing up established reports;
- 5) possibilities of using modern information technologies;
- 6) office equipment, communications and communication equipment;
- 7) work with computer equipment at an advanced user level;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 13 from 61

- 8) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety;
- 9) rules for documentation, documentation management and the use of electronic document management systems in government and non-governmental organizations;
- 10) Regulations on the departmental archive.

Section 21. Senior Documentation Manager

42. Qualification requirements: higher specialized education and at least 1 (one) year of work experience in the specialty.

43. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) rules for documentation, documentation management and the use of electronic document management systems in government and non-governmental organizations;
- 3) the structure of the Conservatory, its profile, specialization and development prospects;
- 4) rules reception, storage, accounting and use of documents of the National Archival Fund and other archival documents by departmental and private archives;
- 5) regulations on the documentation department;
- 6) the procedure for preparing, maintaining and storing documentation;
- 7) Regulations on the Departmental Archives;
- 8) organization of timekeeping;
- 9) the procedure for drawing up established reports;
- 10) possibilities of using modern information technologies;
- 11) office equipment, communications and communication equipment;
- 12) work with computer equipment at an advanced user level;
- 13) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 22. Documentation Manager

44. Qualification requirements: secondary specialized or higher professional education in the relevant specialty (qualification) without any requirements for work experience.

45. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) Basic principles of the office work system;
- 3) standards of the unified system of organizational and administrative documentation;
- 4) the procedure for monitoring the passage of official and internal documents, as well as the consideration of appeals from individuals and legal entities;
- 5) rules for documentation, documentation management and the use of electronic document management systems in government and non-governmental organizations;
- 6) the procedure for preparing, maintaining and storing documentation;
- 7) organization of timekeeping;
- 8) the procedure for drawing up established reports;
- 9) opportunities to use modern information technologies in work;
- 10) office equipment, communications and communication equipment;
- 11) work with computer equipment at the user level;
- 12) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 14 from 61

Section 23. Head of the Public Procurement Sector

46. Qualification requirements: higher legal or economic education and at least 3 years of work experience in the specialty.

47. Must know:

- 1) the main legislative and regulatory legal acts governing the conduct of public procurement in the Republic of Kazakhstan;
- 2) established financial and business practices in this area;
- 3) requirements for the quality of goods;
- 4) wholesale and retail prices for product groups from the companies' assortment, including prices of major manufacturers, suppliers, and competitor companies;
- 5) methods and procedures for public procurement of goods, works and services;
- 6) the procedure for concluding contracts with Suppliers and monitoring their implementation;
- 7) procedure for settlements under contracts;
- 8) economics, organization of production, labor and management;
- 9) Fundamentals of labor legislation;
- 10) internal regulations;
- 11) rules and regulations on labor protection, safety engineering, industrial sanitation and fire protection.

Section 24. Senior Public Procurement Manager

48. Qualification requirements: higher (or postgraduate) education in the relevant field of personnel training, work experience in the specialty of at least 3 years.

49. the main legislative and regulatory legal acts governing the conduct of public procurement in the Republic of Kazakhstan;

- 1) market methods of management;
- 2) patterns and characteristics of economic development;
- 3) pricing and pricing policy of the market;
- 4) methods for studying the domestic and foreign market, its potential and development trends;
- 5) forms of accounting documents and reporting procedures;
- 6) internal regulations;
- 7) rules and regulations on labor protection, safety engineering, industrial sanitation and fire protection.

Section 25. Public Procurement Manager

50. Qualification requirements: higher or secondary – specialized legal or economic education and at least 1 year of work experience in the specialty.

51. Must know:

- 1) the main legislative and regulatory legal acts governing the conduct of public procurement in the Republic of Kazakhstan;
- 2) market methods of management;
- 3) patterns and characteristics of economic development;
- 4) pricing and pricing policy of the market;
- 5) methods for studying the domestic and foreign market, its potential and development trends;
- 6) forms of accounting documents and reporting procedures;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page15from61

- 7) internal regulations;
- 8) rules and regulations on labor protection, safety engineering, industrial sanitation and fire protection.

Section 26. Head of the Legal Sector

52. Qualification requirements: Higher legal education and at least 3 years of work experience in the specialty.

53. Must know:

- 1) the Constitution of the Republic of Kazakhstan;
- 2) civil legislation of the Republic of Kazakhstan;
- 3) civil - procedural legislation of the Republic of Kazakhstan
- 4) labor legislation of the Republic of Kazakhstan;
- 5) Law of the Republic of Kazakhstan "On public procurement";
- 6) Law of the Republic of Kazakhstan "On state property";
- 7) labor protection rules and regulations;
- 8) other legislative acts, as well as the legislation of the Republic of Kazakhstan in the field of education;
- 9) orders, instructions, orders of the Rector of the Conservatory;
- 10) legal sector regulations;
- 11) internal labor regulations.

Section 27. Senior Lawyer

54. Qualification requirements: higher legal education and at least 2 years of work experience in the specialty.

55. Must know:

- 1) the Constitution of the Republic of Kazakhstan;
- 2) civil legislation of the Republic of Kazakhstan;
- 3) civil - procedural legislation of the Republic of Kazakhstan
- 4) labor legislation of the Republic of Kazakhstan;
- 5) Law of the Republic of Kazakhstan "On public procurement";
- 6) Law of the Republic of Kazakhstan "On state property";
- 7) labor protection rules and regulations;
- 8) other legislative acts, as well as the legislation of the Republic of Kazakhstan in the field of education;
- 9) orders, instructions, orders of the Rector of the Conservatory;
- 10) legal sector regulations;
- 11) internal labor regulations.

Section 28. Lawyer

56. Qualification requirements: Higher legal education and at least 1 year of work experience in the specialty.

57. Must know:

- 1) the Constitution of the Republic of Kazakhstan;
- 2) civil legislation of the Republic of Kazakhstan;
- 3) civil - procedural legislation of the Republic of Kazakhstan
- 4) labor legislation of the Republic of Kazakhstan;
- 5) Law of the Republic of Kazakhstan "On public procurement";
- 6) Law of the Republic of Kazakhstan "On state property";

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 16 from 61

- 7) labor protection rules and regulations;
- 8) other legislative acts, as well as the legislation of the Republic of Kazakhstan in the field of education,
- 9) orders, instructions, orders of the Rector of the Conservatory;
- 10) legal sector regulations;
- 11) internal labor regulations.

Section 29. Head of the Information Policy Department – Press Secretary

58. Qualification requirements: higher (or postgraduate) education and at least 2 years of work experience.

59. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 3) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 30. Senior Information Manager

60. Qualification requirements: higher (or postgraduate) education with at least 1 year of experience in a similar position.

61. Must know:

- 1) general PR methodology;
- 2) basic tools for working with the target audience;
- 3) principles of planning, methods of organizing and conducting PR campaigns;
- 4) methods of working with the media;
- 5) the procedure for organizing and preparing press releases, information messages, holding press conferences, etc.;
- 6) techniques and basic tools for writing advertising texts;
- 7) advertising legislation;
- 8) rules for conducting business correspondence;
- 9) methods, means and media of advertising;
- 10) fundamentals of aesthetics, ethics, general and special psychology, sociology, philology;
- 11) the composition of information that is a state, official and commercial secret, the procedure for its protection and use;
- 12) work with PC and the Internet at the advanced user level;
- 13) labor legislation;
- 14) rules and regulations on labor protection, safety engineering, industrial sanitation and fire protection.

Section 31. Information Support Manager

62. Qualification requirements: higher (or postgraduate) education without any work experience requirements.

63. Must know:

- 1) general PR methodology;
- 2) basic tools for working with the target audience;
- 3) principles of planning, methods of organizing and conducting PR campaigns;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 17 from 61

- 4) methods of working with the media;
- 5) the procedure for organizing and preparing press releases, information messages, holding press conferences, etc.;
- 6) techniques and basic tools for writing advertising texts;
- 7) advertising legislation;
- 8) rules for conducting business correspondence;
- 9) methods, means and media of advertising;
- 10) fundamentals of aesthetics, ethics, general and special psychology, sociology, philology;
- 11) the composition of information that is a state, official and commercial secret, the procedure for its protection and use;
- 12) work with a PC and the Internet at an advanced user level;
- 13) labor legislation;
- 14) rules and regulations on labor protection, safety engineering, industrial sanitation and fire protection.

Section 32. Translator

64. Qualification requirements: higher professional education, with at least 2 years of experience in the specialty.

65. Must know:

- 1) state and Russian language;
- 2) methodology of scientific and technical translation;
- 3) a functioning system for coordinating translations;
- 4) specialization of the Conservatory's activities;
- 5) terminology on the subject of translations into Kazakh and Russian languages;
- 6) dictionaries, terminological standards, collections and reference books;
- 7) Fundamentals of scientific and literary editing;
- 8) grammar and stylistics of the Kazakh and Russian languages;
- 9) labor legislation of the Republic of Kazakhstan;
- 10) internal labor regulations;
- 11) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 33. Head of the service for organizing concert and creative activities

66. Qualification requirements: higher (or postgraduate) education in the field of personnel training: arts and humanities (art) and work experience in the field of culture and/or education for at least 3 years, or at least 2 years for individuals who have completed postgraduate education programs in educational organizations under the President of the Republic of Kazakhstan or in foreign higher education institutions in priority specialties approved by the Working Body, and for individuals who have an academic degree in one of the fields of personnel training: arts and humanities (art).

67. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) opportunities to use modern information technologies in work;
- 3) computing equipment, communications and communications;
- 4) work with a PC at an advanced user level;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page18from61

- 5) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety;
- 6) organization of timekeeping;
- 7) the procedure for drawing up established reports.

Section 34. Deputy Head of the Service for Organizing Concert and Creative Activities

68. Qualification requirements: higher (or postgraduate) education in the field of personnel training: arts and humanities (art) and at least 2 years of work experience in the field of culture and/or education

69. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) opportunities to use modern information technologies in work;
- 3) computing equipment, communications and communications;
- 4) work with a PC at an advanced user level;
- 5) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety;
- 6) the procedure for drawing up established reports.

Section 35. Head of the creative activities organization sector

70. Qualification requirements: higher (or postgraduate) education in the field of personnel training: arts and humanities (art) and at least 2 years of work experience in the field of culture and/or education

Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) opportunities to use modern information technologies in work;
- 3) computing equipment, communications and communications;
- 4) work with a PC at an advanced user level;
- 5) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety;
- 6) the procedure for drawing up established reports.

Section 36. Creativity Development Manager

71. Qualification requirements: higher education and at least one year of work experience in the specialty, or secondary specialized education with at least three years of work experience in the specialty.

72. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) opportunities to use modern information technologies in work;
- 3) computing equipment, communications and communications;
- 4) work with a PC at an advanced user level;
- 5) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety;
- 6) the procedure for drawing up established reports.

Section 37. Head of the Concert Department

73. Qualification requirements: higher (or postgraduate) education in the field of personnel training: arts and humanities (art) and at least 2 years of work experience in the field of culture and/or education

Must know:

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page19from61

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) opportunities to use modern information technologies in work;
- 3) computing equipment, communications and communications;
- 4) work with a PC at an advanced user level;
- 5) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety;
- 6) the procedure for drawing up established reports.

Section 38. Senior Concert Manager

74. Qualification requirements: higher (postgraduate) education in the specialty group “art and culture” and at least 2 years of work experience in the specialty.

75. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) opportunities to use modern information technologies in work;
- 3) computing equipment, communications and communications;
- 4) work with a PC at an advanced user level;
- 5) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety;
- 6) the procedure for drawing up established reports.

Section 39. Concert Manager

76. Qualification requirements: higher (postgraduate) education in the specialty group “art and culture”, and at least one year of work experience in the specialty, or secondary specialized education with at least three years of work experience in the specialty.

77. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) opportunities to use modern information technologies in work;
- 3) computing equipment, communications and communications;
- 4) work with a PC at an advanced user level;
- 5) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety;
- 6) the procedure for drawing up established reports.

Section 40. Clothing repairman

78. Qualification requirements: technical and vocational, post-secondary (secondary specialized, secondary vocational) and/or higher (postgraduate) education in the specialty groups “art and culture”, work experience in the specialty of at least 2 years.

79. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) rules of household services;
- 3) types and properties of materials;
- 4) assortment of sewing products;
- 5) device of serviced machines;
- 6) methods and techniques for safe execution of work;
- 7) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 41. Head of Studio Recording Department

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 20 from 61

80. Qualification requirements: higher musical education in the field of sound engineering of classical music, pop music, cinema, television, radio broadcasting and at least 3 years of work experience in the specialty.

81. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) rules and regulations on labor protection, industrial safety, sanitary and fire safety.
- 3) methodological and regulatory materials on issues related to the work performed;
- 4) domestic and foreign experience in the field of acoustics and sound technology;
- 5) the specifics of the process of recording and processing audio material;
- 6) features of the sound engineer's work process at concert venues;
- 7) safety precautions when working with audio equipment;
- 8) ability to work in a team, stress resistance, systemic and analytical thinking.

Section 42. Senior Sound Engineer

82. Qualification requirements:: secondary vocational and technical (secondary special, secondary vocational) and/or higher (postgraduate) education in the groups of specialties "art and culture", and work experience work experience in the specialty of at least 2 years.

83. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.
- 3) methodological and regulatory materials on the issues of the work being performed.
- 4) domestic and foreign experience in the field of acoustics and sound technology.
- 5) sound recording and sound reproduction equipment used in sound recording studios for television and radio broadcasting.
- 6) acoustic features of studios, rooms and concert halls
- 7) rules for the operation of the equipment entrusted to him.

Section 43. Sound engineer

84. Qualification requirements: secondary vocational and technical (secondary special, secondary vocational) and/or higher (postgraduate) education in the specialty groups "art and culture", and work experience in the specialty of at least 1 year.

85. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) opportunities to use modern information technologies in work;
- 3) computing equipment, communications and communications;
- 4) work with a PC at an advanced user level;
- 5) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 44. Head of the Planning and Organization of the Educational Process Service

86. Qualification requirements: higher education and managerial experience in educational and educational-methodical work for at least 3 years and work experience in higher educational institutions for at least 5 (five) years.

87. Must know:

- 1) the Constitution of the Republic of Kazakhstan;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 21 from 61

- 2) Law of the Republic of Kazakhstan "On Education", Resolutions of the Government of the Republic of Kazakhstan on education issues;
- 3) orders of the Ministry of Defense of the Republic of Kazakhstan and the Ministry of Culture of the Republic of Kazakhstan;
- 4) "Joint Declaration of European Ministers of Education" Bologna Declaration of 19.06.1999;
- 5) "Memorandum of Universities of the Republic of Kazakhstan" Taraz Declaration of 22.05.2007;
- 6) "Ensuring the Quality of Higher Education in Kazakhstan" Shymkent Declaration of 14-14.11.2011;
- 7) other legislative and regulatory acts governing the activities of higher education institutions;
- 8) requirements of state educational standards;
- 9) modern forms and methods of teaching and educating students;
- 10) principles and procedures for developing educational and program documentation, curricula, educational programs, standard lists of educational equipment and other educational and methodological documentation;
- 11) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 45. Head of the Curriculum Planning Department

88. Qualification requirements: higher education and work experience in higher education institutions for at least 3 (three) years.

89. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) Law of the Republic of Kazakhstan "On Education", Resolutions of the Government of the Republic of Kazakhstan on education issues;
- 3) requirements of state compulsory educational standards (GOSO);
- 4) orders of the Ministry of Defense of the Republic of Kazakhstan and the Ministry of Culture of the Republic of Kazakhstan;
- 5) "Joint Declaration of the European Ministers of Education" Bologna Declaration of 19.06.1999;
- 6) "Memorandum of Universities of the Republic of Kazakhstan" Taraz Declaration of 22.05.2007;
- 7) "Ensuring the Quality of Higher Education in Kazakhstan" Shymkent Declaration of 14-15.11.2011;
- 8) other legislative and regulatory acts governing the activities of higher education institutions;
- 9) modern forms and methods of teaching and educating students;
- 10) principles and procedures for developing educational and program documentation, curricula, educational programs, and other educational and methodological documentation;
- 11) office equipment, communications and communication equipment;
- 12) work with computer equipment at an advanced user level;
- 13) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page22from61

Section 46. Senior Manager for the Academic Process

90. Qualification requirements: higher education, work experience in higher education institutions for at least 3 (three) years.

91. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) Law of the Republic of Kazakhstan "On Education", Resolutions of the Government of the Republic of Kazakhstan on education issues;
- 3) requirements of state educational standards;
- 4) orders of the Ministry of Defense of the Republic of Kazakhstan and the Ministry of Culture of the Republic of Kazakhstan;
- 5) "Modern Declaration of European Ministers of Education" Bologna Declaration of 19.06.1999;
- 6) "Memorandum of Universities of the Republic of Kazakhstan" Taraz Declaration of 22.05.2007;
- 7) "Ensuring the Quality of Higher Education in Kazakhstan" Shymkent Declaration of 14-15.11.2011;
- 8) other legislative and regulatory acts governing the activities of higher education institutions;
- 9) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 47. Manager of the educational process

92. Qualification requirements: higher education, work experience in higher education institutions for at least 1 (one) year.

93. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) Law of the Republic of Kazakhstan "On Education", Resolutions of the Government of the Republic of Kazakhstan on education issues;
- 3) requirements of state educational standards;
- 4) orders of the Ministry of Defense of the Republic of Kazakhstan and the Ministry of Culture of the Republic of Kazakhstan;
- 5) "Modern Declaration of European Ministers of Education" Bologna Declaration of 19.06.1999;
- 6) "Memorandum of Universities of the Republic of Kazakhstan" Taraz Declaration of 22.05.2007;
- 7) "Ensuring the Quality of Higher Education in Kazakhstan" Shymkent Declaration of 14-15.11.2011;
- 8) other legislative and regulatory acts governing the activities of higher education institutions;
- 9) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 48. Head of the Registrar's Office Department

94. Qualification requirements: higher education and work experience in higher education institutions for at least 3 (three) years.

95. Must know:

- 1) Constitution of the Republic of Kazakhstan;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 23 from 61

- 2) Law of the Republic of Kazakhstan "On Education", Resolutions of the Government of the Republic of Kazakhstan on education issues;
- 3) requirements of state educational standards;
- 4) orders of the Ministry of Defense of the Republic of Kazakhstan and the Ministry of Culture of the Republic of Kazakhstan;
- 5) "Joint Declaration of European Ministers of Education" Bologna Declaration of 19.06.1999;
- 6) "Memorandum of Universities of the Republic of Kazakhstan" Taraz Declaration of 22.05.2007;
- 7) "Ensuring the Quality of Higher Education in Kazakhstan" Shymkent Declaration of 14-15.11.2011;
- 8) other legislative and regulatory acts governing the activities of higher education institutions;
- 9) modern forms and methods of teaching and educating students;
- 10) principles and procedures for developing educational and program documentation, curricula, educational programs, standard lists of educational equipment and other educational and methodological documentation;
- 11) office equipment, communications and communication equipment;
- 12) work with computer equipment at an advanced user level;
- 13) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 49. Senior Statistician-Registrar

96. Qualification requirements: higher education and work experience in higher education institutions for at least 1 (one) year.

97. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) Law of the Republic of Kazakhstan "On Education", Resolutions of the Government of the Republic of Kazakhstan on education issues;
- 3) requirements of state educational standards;
- 4) orders of the Ministry of Defense of the Republic of Kazakhstan and the Ministry of Culture of the Republic of Kazakhstan;
- 5) "Joint Declaration of European Ministers of Education" Bologna Declaration of 19.06.1999;
- 6) "Ensuring the Quality of Higher Education in Kazakhstan" Shymkent Declaration of 14-15.11.2011;
- 7) other legislative and regulatory acts governing the activities of higher education institutions;
- 8) office equipment, communications and communication equipment;
- 9) work with computer equipment at an advanced user level;
- 10) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 50. Statistician-registrar

98. Qualification requirements: higher education and work experience in higher education institutions for at least 1 (one) year.

99. Must know:

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page24from61

- 1) Constitution of the Republic of Kazakhstan;
- 2) Law of the Republic of Kazakhstan "On Education", Resolutions of the Government of the Republic of Kazakhstan on education issues;
- 3) requirements of state educational standards;
- 4) orders of the Ministry of Defense of the Republic of Kazakhstan and the Ministry of Culture of the Republic of Kazakhstan;
- 5) other legislative and regulatory acts governing the activities of higher education institutions;
- 6) office equipment, communications and communication equipment;
- 7) work with computer equipment at an advanced user level;
- 8) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 51. Head of the educational and methodological department

100. Qualification requirements: higher education and managerial experience in educational and educational-methodical work for at least 3 years and work experience in higher educational institutions for at least 5 (five) years.

101. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) Law of the Republic of Kazakhstan "On Education", Resolutions of the Government of the Republic of Kazakhstan on education issues;
- 3) orders of the Ministry of Defense of the Republic of Kazakhstan and the Ministry of Culture of the Republic of Kazakhstan;
- 4) this job description.
- 5) "Joint Declaration of European Ministers of Education" Bologna Declaration of 19.06.1999;
- 6) "Memorandum of Universities of the Republic of Kazakhstan" Taraz Declaration of 22.05.2007;
- 7) "Ensuring the Quality of Higher Education in Kazakhstan" Shymkent Declaration of 14-14.11.2011;
- 8) other legislative and regulatory acts governing the activities of higher education institutions;
- 9) requirements of state educational standards;
- 10) modern forms and methods of teaching and educating students;
- 11) principles and procedures for developing educational and program documentation, curricula, educational programs, standard lists of educational equipment and other educational and methodological documentation;
- 12) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Paragraph 52. Senior methodologist

102. Qualification requirements: higher education and work experience in higher education institutions for at least 3 (three) years.

103. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) Law of the Republic of Kazakhstan "On Education", Resolutions of the Government of the Republic of Kazakhstan on education issues;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page25from61

- 3) requirements of state educational standards;
- 4) orders of the Ministry of Defense of the Republic of Kazakhstan and the Ministry of Culture of the Republic of Kazakhstan;
- 5) other legislative and regulatory acts governing the activities of higher education institutions;
- 6) modern forms and methods of teaching and educating students;
- 7) principles and procedures for developing educational and program documentation, curricula, educational programs, standard lists of educational equipment and other educational and methodological documentation;
- 8) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Paragraph 53. Methodist

104. Qualification requirements: higher education and work experience in higher education institutions for at least 1 (one) year.

105. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) Law of the Republic of Kazakhstan "On Education", Resolutions of the Government of the Republic of Kazakhstan on education issues;
- 3) requirements of state educational standards;
- 4) orders of the Ministry of Defense of the Republic of Kazakhstan and the Ministry of Culture of the Republic of Kazakhstan;
- 5) other legislative and regulatory acts governing the activities of higher education institutions;
- 6) modern forms and methods of teaching and educating students;
- 7) principles and procedures for developing educational and program documentation, curricula, educational programs, standard lists of educational equipment and other educational and methodological documentation;
- 8) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 54. Head of the Department of Advanced Training and Further Education

106. Qualification requirements: higher (postgraduate) education in the specialty group “art and culture” and at least 3 (three) years of work experience in higher education institutions.

107. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 3) Laws of the Republic of Kazakhstan "On Education", "On the Rights of the Child in the Republic of Kazakhstan";
- 4) Convention on the Rights of the Child;
- 5) pedagogy, educational psychology, achievements of modern psychological and pedagogical science and practice;
- 6) basics of physiology, hygiene;
- 7) theory and methods of managing educational systems;
- 8) organization of financial and economic activities of the institution;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 26 from 61

- 9) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 55. Senior Manager for Advanced Training and Further Education

108. Qualification requirements: higher education and work experience in higher education institutions for at least 1 (one) year.

109. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 3) Laws of the Republic of Kazakhstan "On Education", "On the Rights of the Child in the Republic of Kazakhstan";
- 4) Convention on the Rights of the Child;
- 5) pedagogy, educational psychology, achievements of modern psychological and pedagogical science and practice;
- 6) basics of physiology, hygiene;
- 7) theory and methods of managing educational systems;
- 8) organization of financial and economic activities of the institution;
- 9) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 56. Senior Manager for Organizing Career Guidance Work

110. Qualification requirements: higher education and work experience in higher education institutions for at least 1 (one) year.

111. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 3) Laws of the Republic of Kazakhstan "On Education", "On the Rights of the Child in the Republic of Kazakhstan";
- 4) theory and methods of managing educational systems;
- 5) organization of financial and economic activities of the institution;
- 6) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 57. Manager for advanced training and additional education

112. Qualification requirements: higher education, no work experience requirements.

113. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 3) Laws of the Republic of Kazakhstan "On Education", "On the Rights of the Child in the Republic of Kazakhstan";
- 4) theory and methods of managing educational systems;
- 5) organization of financial and economic activities of the institution;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page27from61

- 6) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 58. Head of the Department of Postgraduate Education

114. Qualification requirements: higher and postgraduate education, at least 5 years of experience in a university.

115. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) Organization of educational and scientific activities of institutions;
- 3) Resolutions, orders, decrees and other governing and regulatory documents of higher and other bodies concerning scientific work in the education system;
- 4) Internal regulations in educational buildings and facilities;
- 5) preparation of department reports;
- 6) Submit to meetings of the University Academic Council, the Rector, Vice-Rector for Scientific and Creative Activities and International Cooperation the necessary documents, materials, and information concerning the training of scientific personnel;
- 7) the procedure for the preparation, maintenance and storage of documentation related to master's students, doctoral students and their movement;
- 8) office equipment, communications and communication equipment;
- 9) work with computer equipment at an advanced user level;
- 10) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 59. Senior Manager of Postgraduate Education

116. Qualification requirements: higher professional education and work experience in higher educational institutions for at least 2 (two) years.

117. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) Organization of educational and scientific activities of the institution;
- 3) Resolutions, orders, decrees and other governing and regulatory documents of higher and other bodies concerning scientific work in the education system;
- 4) Internal regulations in educational buildings and facilities;
- 5) sources of supplying the Conservatory with personnel;
- 6) the procedure for the preparation, maintenance and storage of personal files, portfolios of master's and doctoral students;
- 7) organization of timekeeping;
- 8) the procedure for drawing up established reports;
- 9) opportunities for using modern information technologies in working with master's and doctoral students;
- 10) office equipment, communications and communication equipment;
- 11) work with computer equipment at an advanced user level;
- 12) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 60. Postgraduate Education Manager

118. Qualification requirements: higher professional education and work experience in higher educational institutions for at least 1 (one) year.

119. Must know:

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page28from61

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) Organization of educational and scientific activities of the institution;
- 3) Resolutions, orders, decrees and other governing and regulatory documents of higher and other bodies concerning scientific work in the education system;
- 4) Internal regulations in educational buildings and facilities;
- 5) sources of supplying the Conservatory with personnel;
- 6) the procedure for the preparation, maintenance and storage of personal files, portfolios of master's and doctoral students;
- 7) organization of timekeeping;
- 8) the procedure for drawing up established reports;
- 9) opportunities for using modern information technologies in working with master's and doctoral students;
- 10) office equipment, communications and communication equipment;
- 11) work with computer equipment at an advanced user level;
- 12) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 61. Head of the Science Department

120. Qualification requirements: a master's degree, or a doctorate or candidate of sciences (PhD) degree, scientific papers, at least 3 years of experience in scientific and/or organizational work.

121. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan on scientific issues;
- 2) methodological materials on the organization of scientific research activities;
- 3) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 4) personnel policy and strategy of the Conservatory;
- 5) the procedure for the preparation, maintenance and storage of documentation related to the scientific research activities of the organization;
- 6) the procedure for planning and financing, conducting and implementing scientific research and development;
- 7) the procedure for concluding and executing contracts when performing joint work with other institutions, organizations and enterprises;
- 8) the procedure for drawing up established reports;
- 9) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 62. Senior Science Manager

122. Qualification requirements: higher education and work experience of at least 2 (one) years.

123. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan on scientific issues;
- 2) methodological materials on the organization of scientific research activities;
- 3) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 4) personnel policy and strategy of the Conservatory;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 29 from 61

- 5) the procedure for the preparation, maintenance and storage of documentation related to the scientific research activities of the organization;
- 6) the procedure for planning and financing, conducting and implementing scientific research and development;
- 7) the procedure for concluding and executing contracts when performing joint work with other institutions, organizations and enterprises;
- 8) the procedure for drawing up established reports;
- 9) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 63. Science Manager

124. Qualification requirements: higher education and work experience of at least 1 (one) year.

125. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan on scientific issues;
- 2) methodological materials on the organization of scientific research activities;
- 3) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 4) personnel policy and strategy of the Conservatory;
- 5) the procedure for the preparation, maintenance and storage of documentation related to the scientific research activities of the organization;
- 6) the procedure for concluding and executing contracts when performing joint work with other institutions, organizations and enterprises;
- 7) the procedure for drawing up established reports;
- 8) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 64. Head of the International Department

126. Qualification requirements: higher or postgraduate education, master's degree and/or PhD, as well as a candidate or doctoral degree. Work experience in the specialty of at least 3 years. Also required is proficiency in the state language, Russian, and one of the foreign languages (English, German, Italian, French, etc.).

127. Must know:

- 1) legislative and other regulatory legal acts of the Republic of Kazakhstan concerning the activities of the department;
- 2) the procedure for interaction with individuals and legal entities (including the media) on issues related to the activities of the Conservatory;
- 3) business communication ethics;
- 4) procedure for conducting business correspondence;
- 5) the composition of information that is a state, official and commercial secret, the procedure for its protection and use;
- 6) internal labor regulations;
- 7) visa application procedure;
- 8) possibilities of using modern information technologies;
- 9) rules and regulations on labor protection, safety engineering, industrial sanitation and fire protection.

Section 65. Senior Manager for International Relations

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 30 from 61

128. Qualification requirements: higher or postgraduate education, as well as work experience in similar positions in educational organizations or in the specialty for at least 2 years. Knowledge of the state and Russian languages, as well as proficiency in one of the foreign languages (English, German, Italian, French, etc.) are mandatory.

129. Must know:

- 1) legislative and other regulatory legal acts of the Republic of Kazakhstan concerning the activities of the department;
- 2) the procedure for interaction with individuals and legal entities (including the media) on issues related to the activities of the Conservatory;
- 3) business communication ethics;
- 4) procedure for conducting business correspondence;
- 5) the composition of information that is a state, official and commercial secret, the procedure for its protection and use;
- 6) internal labor regulations;
- 7) visa application procedure;
- 8) Possibilities of using modern information technologies
- 9) rules and regulations on labor protection, safety engineering, industrial sanitation and fire protection.

Section 66. International Relations Manager

130. Qualification requirements: higher or postgraduate education, as well as work experience in similar positions in educational organizations or in the specialty for at least 1 year. Knowledge of the state and Russian languages, as well as proficiency in one of the foreign languages (English, German, Italian, French, etc.) are mandatory.

131. Must know:

- 1) legislative and other regulatory legal acts of the Republic of Kazakhstan concerning the activities of the department;
- 2) the procedure for interaction with individuals and legal entities (including the media) on issues related to the activities of the Conservatory;
- 3) business communication ethics;
- 4) procedure for conducting business correspondence;
- 5) the composition of information that is a state, official and commercial secret, the procedure for its protection and use;
- 6) internal labor regulations;
- 7) visa application procedure;
- 8) possibilities of using modern information technologies;
- 9) rules and regulations on labor protection, safety engineering, industrial sanitation and fire protection.

Section 67. Head of the scientific and information library service

132. Qualification requirements: higher professional education and at least 3 years of work experience in the specialty.

133. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) laws of the Republic of Kazakhstan "On Education", "On Culture";
- 3) The State Program for the Development of Education of the Republic of Kazakhstan, resolutions of the Government of the Republic of Kazakhstan, the Ministry of Culture

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 31 from 61

and Information of the Republic of Kazakhstan, the Ministry of Science and Higher Education of the Republic of Kazakhstan, determining the development of education, culture and librarianship;

- 4) Charter of the Conservatory;
- 5) instructional and methodological materials of higher authorities on issues of library work; theory and practice of library science and bibliography;
- 6) GOSTs of the SIBID system;
- 7) fundamentals of automation of library, bibliographic and information processes;
- 8) basics of working with search engines; principles of operation of computer programs, best practices of domestic and foreign libraries;
- 9) rules on labor protection, safety engineering and fire protection.

Section 68. Head of the Readers' Services, Acquisition and Storage Department

134. Qualification requirements: higher professional education and at least 3 years of work experience in the specialty.

135. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) laws of the Republic of Kazakhstan "On Education", "On Culture";
- 3) The State Program for the Development of Education of the Republic of Kazakhstan, resolutions of the Government of the Republic of Kazakhstan, the Ministry of Culture and Information of the Republic of Kazakhstan, the Ministry of Science and Higher Education of the Republic of Kazakhstan, determining the development of education, culture and librarianship;
- 4) Charter of the Conservatory;
- 5) instructional and methodological materials of higher authorities on issues of library work; theory and practice of library science and bibliography;
- 6) GOSTs of the SIBID system;
- 7) fundamentals of automation of library, bibliographic and information processes;
- 8) basics of working with search engines; principles of operation of computer programs, best practices of domestic and foreign libraries;
- 9) rules on labor protection, safety engineering and fire protection.

Section 69. Senior Librarian of the Reader Services, Acquisition and Storage Department

136. Qualification requirements: higher professional education and at least 2 (two) years of work experience.

137. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) GOSTs of the SIBID system;
- 3) fundamentals of automation of library, bibliographic and information processes;
- 4) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 70. Librarian of the Reader Services, Acquisition and Storage Department

138. Qualification requirements: higher or secondary vocational education and work experience of at least 1 (one) year.

139. Must know:

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 32 from 61

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) GOSTs of the SIBID system;
- 3) fundamentals of automation of library, bibliographic and information processes;
- 4) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.
- 5) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 6) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 7) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 71. Head of the Library Electronic Resources Department

140. Qualification requirements: higher professional education and at least 3 years of work experience in the specialty.

141. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 3) the procedure for drawing up established reports;
- 4) opportunities to use modern information technologies in work;
- 5) office equipment, communications and communication equipment;
- 6) work with computer equipment at an advanced user level;
- 7) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 72. Senior Librarian of the Electronic Resources Department of the Library

142. Qualification requirements: higher professional education and at least 2 (two) years of work experience in the specialty.

143. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) instructional and methodological materials of higher authorities on issues of library work, GOSTs of the SIBID system;
- 3) Fundamentals of library process technology;
- 4) fundamentals of automation of library-bibliographic and information processes of modern information technologies in work;
- 5) Basics of working with search engines;
- 6) principles of operation of computer programs supporting the department's activities;
- 7) best practices of domestic and foreign libraries;
- 8) office equipment, communications and communication equipment;
- 9) work with computer equipment at an advanced user level;
- 10) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 73. Librarian of the Electronic Resources Department of the Library

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page33from61

144. Qualification requirements: higher or secondary vocational education and work experience of at least 1 (one) year.

145. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) instructional and methodological materials of higher authorities on issues of library work, GOSTs of the SIBID system;
- 3) Fundamentals of library process technology;
- 4) fundamentals of automation of library-bibliographic and information processes of modern information technologies in work;
- 5) Basics of working with search engines;
- 6) principles of operation of computer programs supporting the department's activities;
- 7) best practices of domestic and foreign libraries;
- 8) office equipment, communications and communication equipment;
- 9) work with computer equipment at an advanced user level;
- 10) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 74. Head of the Department for Work with Students and Alumni

146. Qualification requirements: higher professional or postgraduate education and at least 3 years of work experience in teaching or management positions.

147. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 3) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 75. Senior Manager for Student and Alumni Relations

148. Qualification requirements: higher professional education and at least 2 years of work experience.

149. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) legislation in the field of education and culture;
- 3) labor legislation;
- 4) the structure of the Conservatory;
- 5) basic computer literacy and ability to work with Internet, Word, Excel programs, as well as the ability to use other office equipment;
- 6) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 76. Student and Alumni Manager

150. Qualification requirements: higher professional education and at least 1 year of work experience.

151. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) legislation in the field of education and culture;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 34 from 61

- 3) labor legislation;
- 4) the structure of the Conservatory;
- 5) basic computer literacy and ability to work with Internet, Word, Excel programs, as well as the ability to use other office equipment;
- 6) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 77. Doctor

152. Qualification requirements: higher professional education in one of the specialties "General Medicine", "General Medicine" and postgraduate professional education (residency) in the specialty "Therapy", specialist certificate in the specialty "Therapy", with at least three years of work experience.

153. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) General issues of organizing therapeutic care in the Republic of Kazakhstan;
- 3) organization of emergency and urgent care.

Paragraph 78. Psychologist

154. Qualification requirements: higher or postgraduate professional education in a relevant specialty with at least one year of work experience.

155. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) internal labor regulations;
- 3) methods of educational work;
- 4) methods for studying the psychological characteristics of workers' work activities;
- 5) technical means used in studying working conditions;
- 6) rules and regulations on labor protection, safety engineering and fire safety.

Section 79. Dormitory Manager

156. Qualification requirements: higher (or postgraduate) education in the relevant field of personnel training and at least 1 year of work experience in the specialty, or technical and vocational, post-secondary (secondary specialized, secondary vocational) education in the relevant specialty (qualification) and at least 3 years of work experience in the specialty.

157. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) sanitary standards and methodological materials for ensuring the operation of the hostel;
- 3) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 4) the procedure for drawing up established reports;
- 5) office equipment, communications and communication equipment;
- 6) work with computer equipment at an advanced user level;
- 7) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Paragraph 80. Hostel hostess

158. Qualification requirements: no education or work experience requirements.

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page35from61

159. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) internal labor regulations;
- 3) rules of sanitation and hygiene;
- 4) the procedure for receiving, issuing, storing, writing off and disposing of linen and removable equipment;
- 5) the procedure for maintaining relevant documentation;
- 6) work with computer equipment at an advanced user level;
- 7) rules and regulations on labor protection, safety engineering, industrial sanitation, rules of sanitation and hygiene and fire safety.

Section 81. Administrator on duty

160. Qualification requirements: technical and vocational, post-secondary (secondary specialized, secondary vocational) education in the relevant specialty (qualification) without requirements for work experience, or general secondary education and specialized training according to the established program without requirements for work experience.

161. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) internal labor regulations;
- 3) rules and regulations on labor protection, safety engineering, industrial sanitation, rules of sanitation and hygiene and fire safety.

Section 82. The Cleaning Lady

162. Qualification requirements: no education or work experience requirements.

163. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) internal labor regulations;
- 3) rules and regulations on labor protection, safety engineering, industrial sanitation, rules of sanitation and hygiene and fire safety.

Section 83. Toilet cleaner

164. Qualification requirements: no education or work experience requirements.

165. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) internal labor regulations;
- 3) rules and regulations on labor protection, safety engineering, industrial sanitation, rules of sanitation and hygiene and fire safety.

Section 84. Janitor

166. Qualification requirements: no education or work experience requirements.

167. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) internal labor regulations;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 36 from 61

- 3) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 85. Work

168. Qualification requirements: no education or work experience requirements.

169. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) internal labor regulations;
- 3) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 86. Head of the building maintenance and operation service

170. Qualification requirements: higher specialized education (construction, economics, law) education and work experience in the specialty for at least 3 years.

171. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 3) personnel policy and strategy of the Conservatory;
- 4) the procedure for drawing up established reports;
- 5) opportunities to use modern information technologies in work;
- 6) office equipment, communications and communication equipment;
- 7) work with computer equipment at an advanced user level;
- 8) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 87. Head of the Building Operations Department - Deputy Head of the Building Operations and Maintenance Service

172. Qualification requirements: higher specialized education (construction, economics or law) with mandatory experience in the field of construction in management positions for at least 3 years.

173. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) methodological materials on personnel management;
- 3) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 4) Conservatory strategy;
- 5) the procedure for drawing up established reports;
- 6) opportunities to use modern information technologies in work;
- 7) office equipment, communications and communication equipment;
- 8) work with computer equipment at an advanced user level;
- 9) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 88. Chief Engineer

174. Qualification requirements: higher (or postgraduate) education in the relevant field of personnel training and at least 3 years of work experience as an engineer;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 37 from 61

175. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) the procedure for drawing up established reports;
- 3) opportunities to use modern information technologies in work;
- 4) office equipment, communications and communication equipment;
- 5) work with computer equipment at an advanced user level;
- 6) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety;
- 7) resolutions, orders, decrees, and other governing and regulatory documents of higher authorities concerning administrative and economic services and engineering and technical support;
- 8) design and estimate documentation for construction projects;
- 9) building codes and regulations, technical conditions for the production and acceptance of construction, installation and commissioning works.

Section 89. Fire Safety Engineer

176. Qualification requirements: higher (or postgraduate) education in the relevant field of personnel training without any requirements for work experience, or technical and vocational, post-secondary (secondary specialized, secondary vocational) education in the relevant specialty (qualification) and work experience in the specialty of at least 5 years.

177. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) technical means and methods of their application to ensure fire safety, fire prevention and extinguishing;
- 3) methodological materials on personnel management;
- 4) legislative and regulatory technical documents, methodological materials on fire safety issues;
- 5) measures aimed at preventing fires at facilities, equipment, methods and techniques for ensuring fire safety;
- 6) the main causes of fires and explosions;
- 7) organizational foundations for ensuring fire safety in an organization;
- 8) the procedure for drawing up established reports;
- 9) possibilities of using modern information technologies;
- 10) office equipment, communications and communication equipment;
- 11) work with computer equipment at an advanced user level;
- 12) rules and regulations on labor protection, safety precautions, industrial sanitation.

Section 90. Heating engineer

178. Qualification requirements: higher (or postgraduate) education in the relevant field of personnel training without any requirements for work experience, or technical and vocational, post-secondary (secondary specialized, secondary vocational) education in the relevant specialty (qualification) and work experience in the specialty of at least 5 years.

179. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) the procedure for drawing up established reports;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page38from61

- 3) possibilities of using modern information technologies;
- 4) the procedure for drawing up estimates for repairs, requests for equipment, materials, spare parts, tools, etc.;
- 5) technical characteristics, design features, purpose and operating modes of plumbing equipment, heat supply systems of the enterprise, rules for its technical operation;
- 6) office equipment, communications and communication equipment;
- 7) availability of a document permitting work on heating systems and heating points;
- 8) design and estimate documentation, building codes and regulations, technical conditions for production and acceptance of construction, installation and commissioning works, forms and methods of production and economic activities on the site (facility), standards and prices for the work performed;
- 9) work with computer equipment at an advanced user level;
- 10) methods of installation and maintenance of ventilation, water supply and heating systems;
- 11) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 91. Ventilation engineer

180. Qualification requirements: higher or secondary vocational education, at least 3 years of experience in the specialty.

181. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) the procedure for drawing up established reports;
- 3) possibilities of using modern information technologies;
- 4) office equipment, communications and communication equipment;
- 5) work with computer equipment at an advanced user level;
- 6) purpose, design features, technical and operational data of ventilation equipment, operating rules for this equipment;
- 7) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 92. Mechanic

182. Qualification requirements: general secondary or secondary specialized education and work experience in the specialty of at least 1 (one) year.

183. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) a unified system of scheduled preventive maintenance and rational operation of process equipment;
- 3) technical characteristics, design features, purpose, operating modes and rules for operating the enterprise equipment;
- 4) organization and technology of repair work, methods of installation, adjustment and setup of equipment;
- 5) the procedure for drawing up equipment passports, operating instructions, defect lists, specifications and other technical documentation;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 39 from 61

- 6) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Paragraph 93. Power engineer

184. Qualification requirements: secondary general or secondary vocational education and at least 3 years of work experience in the specialty in engineering and technical positions.

185. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) technical characteristics, design features, operating modes and rules for the technical operation of power equipment;
- 3) the procedure for drawing up established reports;
- 4) a unified system of scheduled preventive maintenance and rational operation of equipment;
- 5) organization of energy management;
- 6) office equipment, communications and communication equipment;
- 7) work with computer equipment at an advanced user level;
- 8) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 94. Telephone Network Master

186. Qualification requirements: higher or secondary vocational education and work experience in the specialty for at least 3 years.

187. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) fundamentals of telegraphy, schematic diagrams of serviced equipment and apparatus;
- 3) the purpose and rules for the use of the most common universal and special means of communication, office equipment, communications and communication equipment;
- 4) work with computer equipment at an advanced user level;
- 5) power transmission circuits and signaling circuits;
- 6) general information about overhead and cable communication lines;
- 7) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 95. Electrical Engineer

188. Qualification requirements: General secondary or average professional education and specialized training in the specialty, admission of at least 3rd category, work experience of at least 3 years.

189. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) office equipment, communications and communication equipment;
- 3) work with computer equipment at an advanced user level;
- 4) the purpose and rules for the use of the most common universal and special devices and measuring instruments used;
- 5) the structure and operating principle of serviced AC and DC electric machines;
- 6) rules for turning on and off electrical machines and devices;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 40 from 61

- 7) methods of wiring;
- 8) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 96. Occupational Safety Engineer

190. Qualification requirements: higher professional education and at least 3 years of experience in the specialty.

191. Must know:

- 1) decrees, orders, instructions, other governing and regulatory documents of higher and other bodies concerning implementation of occupational health and safety and fire safety measures;
- 2) purpose, features, technical and operational data of fire-fighting equipment;
- 3) business communication ethics, procedures for conducting business correspondence;
- 4) the composition of information that is a state, official and commercial secret, the procedure for its protection and use;
- 5) labor legislation;
- 6) internal labor regulations;
- 7) rules and regulations on labor protection, safety engineering, industrial sanitation and fire protection.

Section 97. Driver

192. Qualification requirements: Category B, D license and at least 3 years of driving experience.

193. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) traffic rules, penalties for their violation;
- 3) the main technical characteristics and general structure of the vehicle, purpose, structure, operating principle, operation and maintenance of units, mechanisms and devices of the vehicle;
- 4) rules for maintaining a car, caring for the body and interior, keeping them clean and in a condition favorable for long-term operation;
- 5) signs, causes and dangerous consequences of malfunctions that occur during vehicle operation, methods for detecting and eliminating them;
- 6) procedure for carrying out vehicle maintenance;
- 7) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 98. Plumber

194. Qualification requirements: no education or work experience requirements.

195. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) purpose, design features of heat supply and water supply of buildings;
- 3) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 99. Head of Business Services

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 41 from 61

196. Qualification requirements: higher professional education and at least 3 (three) years of work experience in the specialty or secondary specialized (professional) education and at least 5 years of work experience in the specialty.

197. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) methodological materials on personnel management;
- 3) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 4) the Conservatory's human resources management policy and strategy;
- 5) sources of supplying the Conservatory with personnel;
- 6) the procedure for preparing, maintaining and storing documentation;
- 7) organization of timekeeping;
- 8) the procedure for drawing up established reports;
- 9) office equipment, communications and communication equipment;
- 10) work with computer equipment at an advanced user level;
- 11) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 100. Head of Security Department

198. Qualification requirements: higher professional education with at least 3 years of experience in security structures and law enforcement agencies.

199. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) principles of organizing the security of objects;
- 3) the structure and staff of the Conservatory;
- 4) characteristics of technical means of protecting information from unauthorized access;
- 5) strategy and tactics for negotiating with criminals;
- 6) the procedure for preparing, maintaining and storing documentation;
- 7) the procedure for drawing up established reports;
- 8) opportunities to use modern information technologies in work;
- 9) office equipment, communications and communication equipment;
- 10) work with computer equipment at an advanced user level;
- 11) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 101. Senior Inspector of the Security Department

200. Qualification requirements: higher specialized education and work experience of at least 2 (two) years.

201. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) the procedure for administrative detention;
- 3) device, rules of operation of technical means of inspection, signaling and communication;
- 4) the procedure for preparing, maintaining and storing documentation;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 42 from 61

- 5) methodology for analyzing incidents related to violations of safety standards and rules;
- 6) the procedure for drawing up established reports;
- 7) possibilities of using modern information technologies in the work of security services;
- 8) office equipment, communications and communication equipment;
- 9) rules for implementing access control and internal facility regimes;
- 10) work with computer equipment at an advanced user level;
- 11) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 102. Security Inspector

202. Qualification requirements: higher vocational or general secondary, secondary specialized (technical) education, and work experience in the specialty of at least 1 (one) year.

203. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) the procedure for preparing, maintaining and storing documentation;
- 3) the procedure for drawing up established reports;
- 4) possibilities of using modern information technologies;
- 5) office equipment, communications and communication equipment;
- 6) work with computer equipment at the user level;
- 7) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 103. Head of the Information Technology Sector

204. Qualification requirements: higher professional education and at least three years of work experience.

205. Must know:

- 1) The structure and staff of the Conservatory, its profile, specialization and development prospects;
- 2) Legislative and other regulatory legal acts of the Republic of Kazakhstan concerning information technologies, digital information;
- 3) Internal labor regulations;
- 4) Business communication ethics;
- 5) Rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 104. Digital Infrastructure Development Manager

206. Qualification requirements: higher professional education and at least two years of work experience.

207. Must know:

- 1) Legislative and other regulatory legal acts of the Republic of Kazakhstan, methodological and regulatory-technical materials on issues of organizing automated control systems;
- 2) the structure of the organization, organizational and functional relationships between its divisions;
- 3) the procedure for setting tasks, their algorithmization, methods for determining the economic efficiency of implementing automated systems, standards for a unified system of organizational and administrative documentation, the procedure for

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 43 from 61

developing and preparing technical documentation, the fundamentals of economics, organization production, labor and management, labor legislation, internal labor regulations, industrial sanitation, fire safety requirements.

Section 105. Software and Information Security Engineer

208. Qualification requirements: higher professional or secondary specialized (technical) education in the field of activity, work experience of at least one year.

209. Must know:

- 1) guidelines and normative materials regulating the methods of developing algorithms and programs and the use of computing technology in information processing;
- 2) basic principles of structured programming;
- 3) types of software;
- 4) technology of automatic information processing and information coding;
- 5) formalized programming languages;
- 6) procedure for preparing technical documentation.

Section 106. Head of the Musical Instrument Repair Department

210. Qualification requirements: higher musical education and at least 5 years of work experience in the specialty.

211. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan in the field of their activities;
- 2) the structure and staff of the Conservatory, its profile, specialization and development prospects;
- 3) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 107. Musical Master of the Musical Instrument Repair Department

212. Qualification requirements: higher (professional) or secondary specialized musical education and at least 3 (three) years of work experience in this specialty.

213. Must know:

- 1) rules for using stationary machines and hand tools;
- 2) basics of ethics and etiquette;
- 3) rules and regulations on labor protection, safety engineering, industrial sanitation and fire protection;
- 4) internal labor regulations.

Section 108. Manager of the musical instruments warehouse

214. Qualification requirements: higher (professional) or secondary specialized education with at least 1 (one) year of work experience.

215. Must know:

- 1) know safety precautions;
- 2) ability to work in a team;
- 3) stress resistance;
- 4) systemic and analytical thinking.

Section 109. Head of the Printing Sector

216. Qualification requirements: higher specialized professional education and at least 3 years of work experience in the specialty.

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page44from61

217. Must know:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan;
- 2) opportunities to use modern information technologies in work;
- 3) office equipment, communications and communication equipment;
- 4) work with computer equipment at an advanced user level;
- 5) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 110. Technical Manager of the Printing Sector

218. Qualification requirements: higher professional education and at least 1 (one) year of work experience in the specialty.

219. Must know:

- 1) Fundamentals of prepress technology and printing production technology;
- 2) current standards and technical conditions, methods for the design of various printed products (magazines, booklets, posters, etc.);
- 3) technical rules for marking originals, design elements, rules for preparing original layouts;
- 4) technical rules and techniques for typesetting, editing and layout of printed publications;
- 5) software used for typesetting and layout of text, computer graphics programs (CorelDraw, Photo Shop, etc.);
- 6) typographic measurement system, proofreading marks and font families;
- 7) methods for obtaining proof copies on printers, information from a database, and outputting information over a network and to external media;
- 8) the printing materials used and their properties;
- 9) rules for using office equipment and PCs;
- 10) internal labor regulations;
- 11) safety regulations.

Section 111. Designer of the printing sector

220. Qualification requirements: higher professional education and at least one year of work experience in the specialty.

221. Must know:

- 1) Fundamentals of graphic design;
- 2) technical rules for marking originals, design elements, rules for preparing original layouts;
- 3) software used for typesetting and layout of text, computer graphics programs (CorelDraw, PhotoShop, etc.);
- 4) Fundamentals of advertising and technical aesthetics;
- 5) typographic measurement system, proofreading marks and font families;
- 6) rules for using office equipment and PCs;
- 7) internal labor regulations;
- 8) safety regulations.

Section 112. Head of Quality Management Sector

222. Qualification requirements: higher professional education and/or academic degree, as well as scientific and pedagogical work experience and/or managerial experience in higher education institutions for at least 5 (five) years.

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page45from61

223. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) Law of the Republic of Kazakhstan "On Education", Resolutions of the Government of the Republic of Kazakhstan on education issues;
- 3) orders of the Ministry of Defense of the Republic of Kazakhstan and the Ministry of Culture of the Republic of Kazakhstan;
- 4) MS ISO 9000:2015 Quality management systems. Fundamentals and vocabulary;
- 5) MS ISO 9001:2015 Quality management systems. Requirements;
- 6) job description;
- 7) other legislative and regulatory acts governing the activities of higher education institutions;
- 8) requirements of state educational standards;
- 9) organization of work according to the QMS;
- 10) principles and procedure for developing methodological documentation;
- 11) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 113. Quality Manager

224. Qualification requirements: higher professional education (preferably economic, managerial or humanitarian) not lower than a bachelor's degree and work experience of at least 3 years.

225. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) Law of the Republic of Kazakhstan "On Education", Resolutions of the Government of the Republic of Kazakhstan on education issues;
- 3) orders of the Ministry of Defense of the Republic of Kazakhstan and the Ministry of Culture of the Republic of Kazakhstan;
- 4) MS ISO 9000:2015 Quality management systems. Fundamentals and vocabulary;
- 5) MS ISO 9001:2015 Quality management systems. Requirements;
- 6) job description;
- 7) other legislative and regulatory acts governing the activities of higher education institutions;
- 8) requirements of state educational standards;
- 9) organization of work according to the QMS;
- 10) principles and procedure for developing methodological documentation;
- 11) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 114. Dean of the Faculty

226. Qualification requirements: Qualification requirements include an academic degree (Candidate of Sciences, Doctor of Sciences, Doctor of Philosophy (PhD), Doctor of Specialization) or state awards/honorary titles, as well as at least 3 years of work experience in the specialty. In exceptional cases, by decision of the Academic Council, employees with experience working at the conservatory in teaching and/or administrative positions with at least 5 years of work experience may be appointed to the position of dean.

227. Must know:

- 1) Constitution of the Republic of Kazakhstan;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page46from61

- 2) legislative and regulatory documents governing educational activities; decrees of the Government of the Republic of Kazakhstan, the Ministry of Science and Higher Education of the Republic of Kazakhstan, government bodies at all levels, defining priority areas for the development of education and science;
- 3) methodological and regulatory materials of other bodies concerning the activities of higher education institutions;
- 4) state educational standards of higher professional and postgraduate education;
- 5) labor legislation;
- 6) theory and methods of managing educational systems;
- 7) the procedure for drawing up curricula;
- 8) rules for maintaining documentation on academic work;
- 9) Fundamentals of personnel and project management;
- 10) pedagogy, physiology, psychology;
- 11) methods of professional training;
- 12) modern forms and methods of teaching and educating students;
- 13) rules and procedures for submitting students for state and personal scholarships;
- 14) requirements for work on personal computers and other electronic digital devices;
- 15) rules on labor protection and fire safety.

Section 115. Head of Department

228. Qualification requirements: higher and postgraduate education, academic degree (candidate of sciences, doctor of sciences, doctor of philosophy (PhD), doctor in the profile) or state awards or honorary title of the Republic of Kazakhstan, as well as work experience of at least 3 years in the positions of teaching staff. In exceptional cases, by decision of the Academic Council, employees of the conservatory with administrative and/or teaching experience in the University of at least 5 years may be appointed to the position of head of the department.

229. Must know:

- 1) legislative and regulatory documents governing educational activities; decrees of the Government of the Republic of Kazakhstan, the Ministry of Science and Higher Education of the Republic of Kazakhstan, the Ministry of Culture and Information of the Republic of Kazakhstan, government bodies at all levels, determining priority areas for the development of education and science;
- 2) methodological and regulatory materials of other bodies concerning the activities of higher education institutions;
- 3) state educational standards of higher professional and postgraduate education;
- 4) labor legislation;
- 5) the procedure for drawing up curricula;
- 6) rules for maintaining documentation on academic work;
- 7) pedagogy, physiology, psychology;
- 8) methods of professional training;
- 9) modern forms and methods of teaching and educating students;
- 10) rules and regulations on labor protection, safety engineering and fire safety.

Paragraph 116. Professor

230. Qualification requirements: higher (specialist, postgraduate) education, academic/research degree (candidate of science, doctor of science, doctor of philosophy

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page47from61

(PhD), doctor in the profile) or state awards/honorary title of the Republic of Kazakhstan, academic title "Associate Professor (Associate Professor)" and work experience of at least 5 years in scientific and pedagogical activity.

231. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) Laws of the Republic of Kazakhstan “On Education”, “On Science”, “On Combating Corruption”, “On Languages in the Republic of Kazakhstan” and other regulatory legal acts governing the functioning and development of the higher education system;
- 3) theory and methods of managing educational systems;
- 4) the procedure for drawing up curricula;
- 5) rules for maintaining documentation on academic work;
- 6) pedagogy, physiology, psychology;
- 7) modern forms and methods of teaching and educating students;
- 8) fundamentals of economics, labor legislation;
- 9) The Charter of the Conservatory, the Internal Labor Regulations, the Faculty Regulations, and other acts of the Conservatory;
- 10) decrees, orders, instructions on educational work;
- 11) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Paragraph 117. Associate Professor

232. Qualification requirements: higher (or postgraduate) education, scientific/academic degree (candidate of science, doctor of science, doctor of philosophy (PhD), doctor in the profile) or state awards/honorary title of the Republic of Kazakhstan, work experience of at least 5 years in scientific and pedagogical activity.

233. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) Laws of the Republic of Kazakhstan “On Education”, “On Science”, “On Combating Corruption”, “On Languages in the Republic of Kazakhstan” and other regulatory legal acts governing the functioning and development of the higher education system;
- 3) theory and methods of managing educational systems;
- 4) the procedure for drawing up curricula;
- 5) rules for maintaining documentation on academic work;
- 6) pedagogy, physiology, psychology;
- 7) modern forms and methods of teaching and educating students;
- 8) fundamentals of economics, labor legislation;
- 9) The Charter of the Conservatory, the Internal Labor Regulations, the Faculty Regulations, and other acts of the Conservatory;
- 10) decrees, orders, instructions on educational work;
- 11) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 118. Senior Lecturer

234. Qualification requirements: higher (specialist, postgraduate) education, at least 3 years of work experience in scientific and pedagogical activity, including at least one year as a teacher, or at least 2 years of practical work experience in the specialty (field of activity) and/or an academic degree.

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 48 from 61

235. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) Laws of the Republic of Kazakhstan “On Education”, “On Science”, “On Combating Corruption”, “On Languages in the Republic of Kazakhstan” and other regulatory legal acts governing the functioning and development of the higher education system;
- 3) theory and methods of managing educational systems;
- 4) the procedure for drawing up curricula;
- 5) rules for maintaining documentation on academic work;
- 6) pedagogy, physiology, psychology;
- 7) modern forms and methods of teaching and educating students;
- 8) fundamentals of economics, labor legislation;
- 9) The Charter of the Conservatory, the Internal Labor Regulations, the Faculty Regulations, and other acts of the Conservatory;
- 10) decrees, orders, instructions on educational work;
- 11) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 119. Teacher

236. Qualification requirements: higher (specialist, postgraduate) education with at least 3 years of experience in the specialty (field of activity) and/or an academic master's degree.

237. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) Laws of the Republic of Kazakhstan “On Education”, “On Science”, “On Combating Corruption”, “On Languages in the Republic of Kazakhstan” and other regulatory legal acts governing the functioning and development of the higher education system;
- 3) theory and methods of managing educational systems;
- 4) the procedure for drawing up curricula;
- 5) rules for maintaining documentation on academic work;
- 6) pedagogy, physiology, psychology;
- 7) modern forms and methods of teaching and educating students;
- 8) fundamentals of economics, labor legislation;
- 9) The Charter of the Conservatory, the Internal Labor Regulations, the Faculty Regulations, and other acts of the Conservatory;
- 10) decrees, orders, instructions on educational work;
- 11) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Paragraph 120. Laboratory assistant

238. Qualification requirements: higher professional or secondary technical (secondary specialized, secondary vocational) education without any requirements for work experience.

239. Must know:

- 1) Constitution of the Republic of Kazakhstan;
- 2) Law of the Republic of Kazakhstan "On Education", Resolutions of the Government of the Republic of Kazakhstan on education issues;
- 3) other legislative and regulatory acts governing the activities of higher education institutions;
- 4) internal labor regulations;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page49from61

- 5) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 121. Head (manager) of the Scientific Research Institute of Physical Culture and Medicine

240. Qualification requirements: higher musical education, academic degree of doctor or candidate of sciences, scientific works, experience in scientific and organizational work of at least 5 years. Highly qualified specialists in the relevant field of knowledge who do not have an academic degree and have relevant work experience may be appointed for a period of up to 3 years.

241. Must know:

- 1) legislative and regulatory acts, scientific problems in the relevant field of science, culture, art;
- 2) guidelines from higher authorities, domestic and foreign achievements on these issues;
- 3) the established procedure for organizing, planning and financing, conducting and implementing scientific research and development;
- 4) the procedure for concluding contracts for joint performance of work with other institutions, organizations and enterprises;
- 5) scientific laboratory equipment and rules for its operation;
- 6) methods and means of planning, organizing, managing and conducting scientific research, coordinating and evaluating the work of scientific workers;
- 7) procedure for registration, maintenance, storage of documentation according to the profile of their activities;
- 8) basic provisions of labor legislation;
- 9) internal regulations;
- 10) work with a PC, sound recording equipment and other equipment necessary for its operation;
- 11) rules and regulations on labor protection, safety engineering, industrial sanitation and fire protection.

Paragraph 122. Chief Researcher of the NIFL

242. Qualification requirements: higher musical education, academic degree or title, major scientific works or diplomas, as well as results implemented in practice, scientific authority in the relevant field of knowledge, work experience of at least 5 years.

243. Must know:

- 1) scientific problems of the relevant field of knowledge, science, art;
- 2) domestic and foreign achievements on these issues;
- 3) the latest methods, means and practices of planning, organizing, conducting and implementing scientific research and development;
- 4) musical notation;
- 5) regional styles and stage features of Kazakh music;
- 6) to determine the main musical and performance features;
- 7) be able to record folklore material;
- 8) work with a PC, sound recording equipment and other equipment necessary for its operation;
- 9) procedure for registration, maintenance, storage of documentation according to the profile of their activities;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 50 from 61

- 10) basic provisions of labor legislation;
- 11) internal regulations;
- 12) rules and regulations on labor protection, safety engineering, industrial sanitation and fire protection.

Paragraph 123. Senior Researcher at the Institute of Philosophy

244. Qualification requirements: higher professional education and at least 5 years of work experience in the relevant specialty, scientific papers, diplomas or, if an academic degree is available, no work experience requirement.

245. Must know:

- 1) scientific problems on the subject of ongoing research and development, materials on relevant branches of science, art, technology, domestic and foreign information on these issues;
- 2) modern methods, means and practices of planning, organizing, conducting and implementing scientific research and development;
- 3) musical notation;
- 4) regional styles and stage features of Kazakh music;
- 5) to determine the main musical and performance features;
- 6) be able to record folklore material;
- 7) work with a PC, sound recording equipment and other equipment necessary for its operation;
- 8) procedure for registration, maintenance, storage of documentation according to the profile of their activities;
- 9) basic provisions of labor legislation;
- 10) internal regulations;
- 11) rules and regulations on labor protection, safety engineering, industrial sanitation and fire protection.

Paragraph 124. Junior Research Fellow, NIFL

246. Qualification requirements: higher professional education without any requirement for work experience.

247. Must know:

- 1) scientific problems on the subject of ongoing research and development, materials on relevant branches of science, art, technology, domestic and foreign information on these issues;
- 2) modern methods, means and practices of planning, organizing, conducting and implementing scientific research and development;
- 3) musical notation;
- 4) regional styles and stage features of Kazakh music;
- 5) to determine the main musical and performance features;
- 6) be able to record folklore material;
- 7) work with a PC, sound recording equipment and other equipment necessary for its operation;
- 8) procedure for registration, maintenance, storage of documentation according to the profile of their activities;
- 9) basic provisions of labor legislation;

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 51 from 61

10) internal regulations;

11) rules and regulations on labor protection, safety engineering, industrial sanitation and fire protection.

Paragraph 125. Accompanist

248. Qualification requirements: secondary specialized musical education in the specialty "piano", and/or a bachelor's or master's degree in the same specialty.

249. Must know:

1) Constitution of the Republic of Kazakhstan;

2) Laws of the Republic of Kazakhstan "On Education", "On Science", "On Combating Corruption", "On Languages in the Republic of Kazakhstan" and other regulatory legal acts governing the functioning and development of the higher education system;

3) theory and methods of managing educational systems;

4) rules for maintaining documentation on academic work;

5) pedagogy, physiology, psychology;

6) modern forms and methods of teaching and educating students;

7) The Charter of the Conservatory, the Internal Labor Regulations, the Faculty Regulations, and other acts of the Conservatory;

8) decrees, orders, instructions on educational work;

9) rules and regulations on labor protection, safety engineering, industrial sanitation and fire safety.

Section 126. Illustrator

250. Qualification requirements: higher (or postgraduate) professional education and at least one year of work experience in the specialty, or secondary specialized education and at least three years of work experience in the specialty.

251. Must know: Constitution Republic of Kazakhstan, Labor Code Republic of Kazakhstan, laws of the Republic of Kazakhstan "About education", "About languages in the Republic of Kazakhstan", "On the rights of the child in the Republic of Kazakhstan", "On combating corruption" and other regulatory legal acts on education issues, the fundamentals of pedagogy and developmental psychology, principles of didactics, methods of conducting classes and rehearsals, general and specific methods of teaching the organization of the educational process, the arrangement of musical fragments of works of different eras, styles and genres, their editions and traditions of interpretation, the selection of music for individual elements of movements taking into account the individual physical data of students, the fundamentals of labor legislation, rules and regulations for labor protection, safety engineering and fire protection, sanitary rules and regulations.

3. FINAL PROVISIONS

252. This regulation shall come into effect after approval by the management of the Conservatory, from the date of approval.

253. This regulation is an internal regulatory document of the Conservatory. Copying, reproduction and transfer of this document in whole or in part without written permission of the Conservatory's management is not permitted.

254. The composition of this document, its review, distribution, storage, revision and reissue are carried out in accordance with the documented procedure "Management of Documented Information".

Rules	Qualification characteristics of the positions of the teaching staff and employees of the Kazakh National Conservatory named after Kurmangazy	
Kazakh National Conservatory named after Kurmangazy		Page 52 from 61

255. An electronic version of this document may be provided to external parties or regulatory authorities only in a copy-protected format.

CHANGE REGISTRATION SHEET

Registration number	Date of registration	Changes	Signature
1	2	3	4

