







  	Buraxılış №	KTŞ/001
	Buraxılış tarixi	
	Reviziya №	
	Reviziya tarixi	




JOB DESCRIPTION

Occupation	Head of the Quality Assurance department
Code of the occupation	QAD/001
Structure Department Name	Quality Assurance Department
Full-time salary	
Substitute	Other employee by the Rector's order and recommendation of the Vice-Rector for Academic issues
Reports	<ol style="list-style-type: none"> 1. To the Rector 2. To the other official person on the order of the rector
Subordinates	<ol style="list-style-type: none"> 1. Senior Specialist 2. Specialist
Duty commitment	<ol style="list-style-type: none"> 1. Leading the organization of quality assurance issues at the departments and faculties of UTECA. 2. Supervision of the quality of educational programs, lecture materials, syllabi, assessment of educational activities and the level of knowledge and skills of the students. 3. Meeting with the students to conduct surveys to assess the the quality of teaching and education process within University. 4. Making suggestions on improving quality. 5. Planning and organizing quality assurance and inspection work: <ol style="list-style-type: none"> a) update and approve quality control standards to apply in the University; b) understand and plan the work process; c) consultation with leaders on quality indicators and methods; d) make decisions with the management on the quality issues, structure and organization of the relevant quality documentation; e) contact structural subdivision managers for comments and suggestions on the process; f) to carry out regular inspection and supervision; g) To develop an individual action plan; h) prepare written and visual guidance on quality; i) ensure the training and guidance of employees on quality standards.

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Full powers	<ol style="list-style-type: none"> 1. To control protection and proper use of equipment and supplies in the structural unit; 2. To take motivating steps for encouraging workers ; 			
Responsibilities	<ol style="list-style-type: none"> 1. Doing the work properly and honestly; 2. Timely, accurate, honest and impartial performance of management responsibilities; 3. To comply with labor and performance discipline, ethical conduct rules; 4. Fulfillment of the obligations; 5. Compliance with occupational safety and security requirements; 6. To monitor the lives and health of people and the protection of the property of the Structural Unit and to immediately inform authorities about the circumstances of the threat; 7. Work on increasing the qualifications on a regular basis; 			
Job requirements	Education	Higher education in relevant area		
	Experience	In relevant area		
	Knowledge	<ol style="list-style-type: none"> 1. The features and principles of the workplace; 2. Be informed about the equipment and supplies available in the structural unit; 3. Knowledge and skills appropriate to the profile of the structural unit; 4. Normative legal acts of the structural unit relating to the speciality; 5. Decisions, orders and other documents of the superior authorities; 		

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	Personal quality and skills	<ol style="list-style-type: none"> 1. Acquisition of new knowledge of profession; 2. Ability to work in office programs; 3. Foreign language is a preference for knowledge; 4. Empathy skills; 5. Efficiency and initiativeness; 6. Accuracy and sophistication; 7. Ability to cope with high tempo and multi-dimensional work; 8. Ability to set up and co-ordinate corporate activities; 9. Joint work - ability to work within corporate relationships; 10. Intercultural communication and speech; 11. To be reliable, accountable and to fulfill obligations; 	
Work conditions	<ol style="list-style-type: none"> 1. Mainly perform sedentary and in motion work; 2. Regularly in communication with the staff and employees of its structural subdivision and other structural subdivisions; 		
Other requirements	<ol style="list-style-type: none"> 1. Attending events organized by the University; 2. Do not interfere with the work of others while performing their own work; 3. Setting corporate relationships internally and not harming the team spirit; 4. Following the requirements of all normative documents related to the activities of the University and its work. 		
Employee: <u>Asiman Ilyasov</u> (name, surname) Signature: _____ (I agree)		Employer: <u>Akif Suleymanov</u> (name, surname) Signature: _____ (I confirm)	

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Occupation	Specialist of the Quality Assurance department		
Code of the occupation	QAD/003		
Structure Department Name	Quality Assurance department		
Full-time salary			
Substitute	Other employee by the Rector's order and recommendation of the Head of the Department		
Reports	To the Head of the Department		
Subordinates			
Duty commitment	<ol style="list-style-type: none"> 1. Participate in the preparation of procedures and guidelines; 2. Participate in periodic evaluation of processes and monitoring; 3. Participate in the organization and conduction of trainings; 4. Participate in setting up a quality management system; 5. Participate in the implementation of legislative and normative acts; 6. Participate in collection and systematization of the information necessary for quality analysis; 7. Participate in the preparation of reports on the analysis of data, quality processes and overall process of quality assurance; 8. To carry out the work assigned by the head of the structural division; 		
Full powers	<ol style="list-style-type: none"> 3. To control protection and proper use of equipment and supplies in the structural unit; 		
Responsibilities	<ol style="list-style-type: none"> 8. Doing the work properly and honestly; 9. Timely, accurate, honest and impartial performance of management responsibilities; 10. To comply with labor and performance discipline, ethical conduct rules; 11. Fulfillment of the obligations; 12. Compliance with occupational safety and security requirements; 13. To monitor the lives and health of people and the protection of the property of the Structural Unit and to immediately inform authorities about the circumstances of the threat; 		

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	14. Work on increasing the qualifications on a regular basis;			
Job requirements	Education	Higher education in relevant area		
	Experience	In relevant area		
	Knowledge	6. The features and principles of the workplace; 7. Be informed about the equipment and supplies available in the structural unit; 8. Knowledge and skills appropriate to the profile of the structural unit; 9. Normative legal acts of the structural unit relating to the work area; 10. Decisions, orders and other documents of the superior authorities;		
	Personal quality and skills	12. Acquisition of new knowledge of profession; 13. Ability to work in office programs; 14. Foreign language is a preference for knowledge; 15. Empathy skills; 16. Efficiency and initiativeness; 17. Accuracy and sophistication; 18. Ability to cope with high tempo and multi-dimensional work; 19. Ability to set up and co-ordinate corporate activities; 20. Joint work - ability to work within corporate relationships; 21. Intercultural communication and speech; 22. To be reliable, accountable and to fulfill obligations;		

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Work conditions	3. Mainly perform sedentary and in motion work; 4. Regularly in communication with the staff and employees of its structural subdivision and other structural subdivisions;		
Other requirements	5. Attending events organized by the University; 6. Do not interfere with the work of others while performing their own work; 7. Setting corporate relationships internally and not harming the team spirit; 8. Following the requirements of all normative documents related to the activities of the University and its work.		
Employee: <u>Zhala Hamzayeva</u> (name, surname) Signature: _____ (I agree)		Employer: <u>Akif Suleymanov</u> (name, surname) Signature: _____ (I confirm)	