


Annex
to the order of the Chairman of the Board -
Rector of NJSC "KazNWTTU"
dated "___" _____ 2024 years.
№ _____

«Қазақ ұлттық қыздар педагогикалық университеті» КЕАҚ		NJSC "Kazakh National Women's Teacher Training University"
HR ДЕПАРТАМЕНТИ		HR DEPARTMENT
ЕРЕЖЕ		RULES
2 РЕДАКЦИЯСЫ		EDITION 2

"APPROVED."
By order of the Chairman of the Board-Rector
NJSC "Kazakh National Women's Teacher
Training university"
From "___" _____ 2024 years.
Order No. _____

RULES
Enrolment in the talent pool for managerial
positions
N 025 RETPMP/HR-24

Reg. No. _____
Exh. No. _____

date of introduction _____
(date, month, year)

Almaty city, 2024

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1. FIELD OF APPLICATION

1.1. Rules of enrolment in the personnel reserve for management positions (hereinafter - Rules) are intended for objective assessment of professional and personal qualities and results of professional activity of candidates for enrolment in the personnel reserve, to ensure continuity of leadership and on this basis - to improve the efficiency of work in NJSC "Kazakh National Women's Teacher Training University" (hereinafter - the Company).

1.2. The Rules establish the objectives, basic principles and procedure for the formation of the Company's personnel reserve, and determine the organization of work with the personnel reserve.

1.3. The Rules are part of the Company's regulatory documentation and its requirements are binding.

2. REGULATORY REFERENCES

The rules have been developed taking into account the requirements of the following documents:

- Labor Code of the Republic of Kazakhstan;
- Articles of Association of the Company.

3. TERMS AND DEFINITIONS

Terms and definitions are used in the Rules:

<i>Personnel reserve for managerial positions</i>	- a group of persons who meet the qualification requirements, have managerial experience, have demonstrated themselves in the field of professional and social activities, possess the necessary personal and business qualities, and a high degree of responsibility.
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4. DESIGNATIONS AND ABBREVIATIONS

The following abbreviations are used in the Regulations:

JD	-	Job description
AMP	-	Administrative and management personnel

5. GOALS, OBJECTIVES AND PRINCIPLES

5.1. The purpose of creating a personnel reserve is to form a contingent of highly qualified personnel prepared for management work, to ensure continuity of management and, on this basis, to increase the efficiency of work, to provide employees with guarantees of career growth opportunities.

5.2. Main tasks of personnel reserve formation:

- Increasing motivation of young teachers and employees for professional growth and participation in the Company's development;
- efficient use of the potential of the Company's employees by optimizing the selection and relocation of managerial and pedagogical staff;

- development of the Society and increasing its competitiveness among the best pedagogical universities of the country, near and far abroad;
- development of managerial skills and abilities of the employees enrolled in the reserve, obtaining additional knowledge and upgrading their qualifications;
- assessing the readiness of persons in the reserve for promotion to managerial positions;
- motivation of the Company's employees to achieve high professional results;
- mitigating risks in appointments of management personnel.

5.3. Basic principles of personnel reserve formation.

- 1) **Publicity.** Information for employees included in the personnel reserve and potential candidates about the positions to be filled and proposed positions should be open.
- 2) **Professionalism** and competence of persons included in the personnel reserve.
- 3) **Competition.** Consists of at least two candidates for one managerial position.
- 4) **Activity.** Heads of structural subdivisions should propose qualified and promising candidates for inclusion in the personnel reserve.
- 5) **Voluntariness of** inclusion in the personnel reserve of a candidate for a managerial position.
- 6) **Objectivity of** evaluation of the candidate's professional qualities, results of his/her professional activity.
- 7) **Observance of** equal rights of the Company's employees when being included in the personnel reserve.
- 8) **Responsibility. The nomination** of an employee to the reserve shall be the responsibility of the nominating official on the one hand and the Employee himself/herself on the other.

5.4. Work with the talent pool includes the following areas:

- analyzing the reserve requirement;
- identification of employees with potential for managerial positions, qualification selection;
- execution and approval of the reserve list.

6. TALENT POOL DEVELOPMENT

6.1. The number of personnel reserve is formed on the basis of at least 2 (two) candidates for one position for each category of managerial positions. It is allowed to enroll one employee in the personnel reserve for different (not more than two) managerial positions.

6.2. The personnel reserve is formed from among qualified teachers, specialists and managers of the Company's subdivisions.

6.3. The Company's personnel reserve is subdivided into the following groups for which it is planned to prepare the reserve (*Appendix 1* to the Rules) :

Group 1. "Reserve teaching staff and equated persons"	- to fill the positions of Institute Directors, Deputy Directors, and Programme Leaders.
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Group 2. "AMP Reserve."	- to fill the positions of heads of structural subdivisions.
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6.4. The main criteria for selecting candidates for inclusion in the personnel reserve of Group 1 "Reserve of teaching staff and persons of equal status" are:

- qualification requirements of the planned managerial position and the possibility to meet them under certain conditions (advanced training, retraining, internship, etc.)
- compliance with the qualification requirements for filling a managerial position according to the MDI (scientific and pedagogical work or work in organizations in the field of professional activity for at least five years, in case of an academic degree, work experience of at least three years);
- participation in international and Kazakhstani scientific conferences with reports and communications, participation in summer and winter schools;
- English or other international communication languages at least B1 (threshold level) is preferred;
- Having the necessary management and leadership skills;
- analytical skills, a level of systematic and flexible thinking that allows solving the most complex tasks that require analyzing the structuring of information;
- effective communication skills;
- age (age limit for selection to the personnel reserve: for candidates at all levels - up to 55 years of age);
- at least one year of work experience in the Company;
- having high personal and business potential necessary for professional development and career growth;
- absence of restrictions on employment in the field of education, provided by the legislation of the Republic of Kazakhstan.

6.5. The main criteria for selecting candidates for inclusion in the Group 2 AMPReserve are:

- higher education;
- the candidate's compliance with the qualification requirements for a managerial position according to the MDI (level of education, required work experience, etc.);
- Having the necessary management and leadership skills;
- analytical skills, a level of systematic and flexible thinking that allows solving the most complex tasks that require analyzing and structuring information;
- effective communication skills;
- age (age limit for selection to the personnel reserve: for candidates at all levels - up to 55 years of age);
- at least one year of work experience in the Company;
- having high personal and business potential necessary for professional development and career growth;
- absence of restrictions on employment in the field of education, provided by the legislation of the Republic of Kazakhstan.

6.6. Managers at all levels of the Company shall have the right:

- make proposals on the development of the regulatory and legal framework for the Company's personnel development;
- take direct part in staffing the Company with highly qualified specialists by introducing organizational schemes and technologies for performance-based staff appraisal.

7. ENROLMENT PROCEDURE

7.1. A list of candidates for Group 1 posts shall be drawn up:

1) for the positions of Deputy Director, Programme Leader, on the basis of submissions from Institute Directors.

2) for the positions of directors of institutes, based on submissions from vice-rectors.

Each candidate is considered at a meeting of the Institute's Council, extracts from the minutes of the Institute's meeting are submitted to the HR Department for the formation of the personnel reserve.

7.2. The list of candidates to the personnel reserve for Group 2 positions is compiled on the basis of submissions (business letters) from the heads of the relevant structural subdivisions.

At the same time, a candidate information sheet (*Annex 2* to the Rules) shall be submitted to the HR Department for each of the candidates.

7.3. Inclusion in the personnel reserve takes place once a year by the end of the first quarter of the next calendar year.

7.4. After submission of candidates to the HR Department, a draft of the personnel reserve by category of posts shall be drawn up in the prescribed form in accordance with (*Annex 3* to the Rules).

7.5. The draft personnel reserve is submitted to the Chairman of the Management Board - Rector for decision-making on candidates included in the personnel reserve and approval of the personnel reserve.

The Chairman of the Board - Rector has the right to exclude any candidate from the personnel reserve if there is a motivated reason.

7.6. An employee of the Company included in the personnel reserve shall be removed from the reserve list in case of:

- appointment of an employee to a senior position if no further promotion is planned;
- occupation by an employee of a position included in the list of key positions for which the personnel reserve is formed;
- occurrence of reasons, unknown or absent at the time of the decision on enrolment in the personnel reserve, limiting the stay in a key position;
- reaching the age limit for the position and (or) personnel reserve;
- imposing a disciplinary sanction or demotion on an employee;
- submission of a written statement by him;
- reduction of the position of the Company's employee;
- occurrence and (or) discovery of circumstances preventing further labor activity in the Company;

– termination of the labor contract.

7.7. In the absence of an internal candidate for enrolment in the personnel reserve who meets the qualification requirements, requirements of the job description and these Rules, appointment to the available vacant position (*Annex 1* to the Rules) shall be made with a candidate invited from outside.

7.8. The duration of stay in the personnel reserve may not exceed 2 years.

8. THE PROCEDURE FOR REPLACING PERSONS IN THE PERSONNEL RESERVE AND/OR MANAGERIAL POSITIONS

8.1. Persons included in the personnel reserve shall have an advantage when being appointed to a vacant managerial position if they possess the necessary professional and other qualities defined for the given managerial position by the time the position is filled.

8.2. Appointment to a vacant position is carried out in accordance with the legislation of the Republic of Kazakhstan, the Regulations on Determination of Qualification Characteristics of Employee Positions, the Regulations on Competitive Replacement of Faculty Positions and Equated Persons, the Regulations on Recruitment, Selection and Hiring of Personnel, the Rules of Competitive Selection for Managerial Positions of AMP and the Charter of the Company.

8.3. Persons accepted under clause 7.7. (in case of absence of an internal candidate) shall be appointed to the vacant position in accordance with the legislation of the Republic of Kazakhstan, the Regulation on Determination of Qualification Characteristics of Employee Positions, the Regulation on Competitive Replacement of Positions of Faculty and Equivalent Persons, the Regulation on Selection, Selection and Recruitment of Personnel, the Rules of Competitive Selection for Managerial Positions of AMP and the Charter of the Company.

9. AMENDMENT

1) Amendments to this document are made by HR Department on the basis of the RK legislation and local normative documents of the Company.

2) Changes are made on the basis of the order of the Chairman of the Board - Rector and are registered in the "Change Registration Sheet".

10. HARMONISATION, STORAGE, DISTRIBUTION

10.1. Approval of this document shall be obtained from the Chief of Staff and the following managers:

- 1) Legal Department;
- 2) Planning and Economic Department;

Responsibility for the custody of the original is assigned to the Records Management and Archives Department.

Annex 1

to the Rules of enrolment in the personnel reserve for managerial positions in "KazNWTTU" NJSC, approved by the order of the Chairman of the Board - Rector from "___" _____ 2024 years.
№ _____

List of positions for inclusion in the personnel reserve

No. n/a	Job title
	Group 1
1	Director of the institute
2	Deputy Director for Academic Affairs
3	Deputy Director for Educational and Social Work
4	Programme Leader
	Group 2
1	Advisor to the Rector on financial and economic issues
2	Chief of Staff
3	Digital Officer
4	Deputy Chief of Staff
5	Head of the Document Management and Archive Department
6	Director of HR Department
7	Head of Press Service
8	Head of Marketing Department
9	Director of the Department of Academic Programme Development and Quality Assurance
10	Head of Academic Programme Development Department
11	Head of Academic Quality Assurance
12	Chief Registrar
13	Head of office-registrar
14	Head of the Student Services Centre
15	Head of Internship and Career Services
16	Head of Admissions and Vocational Guidance of Students Department
17	Head of Training Organization Department
18	Head of Distance Education Department
19	Director of the Department of Postgraduate Education
20	Head of the Academic Support Department
21	Head of the OP Internationalization Centre
22	Director of the Centre for Advanced Training and Further Education
23	Head of a non-formal education center
24	Director of the Department of Science

25	Head of Scientific Administration and Development Department
26	Head of the Centre for Social and Gender Studies
27	Head of Commercialization
28	Head of the International Co-operation Department
29	Library Director
30	Head of the Department of acquisition, scientific processing and book storage
31	Head of Reader Services, Reference and Information Bibliography Department
32	Director of the Strategic Development Department
33	Head of the Centre for Women's Leadership and Entrepreneurship
34	Head of the Strategic Development center
35	Director of the Department of Personality Formation
36	Head of the Youth Policy center
37	Head of the mental health center
38	Director of the Digital Development Department
39	Head of System Administration and Technical Support Department
40	Head of the Information Systems Support and Development Department
41	Director of the Infrastructural Development Department
42	Head of Operations and Maintenance Department
43	Head of Real Estate and Resource Management
44	Head of Service and Support Department
45	Head of Internal Security
46	Head of the Public Procurement Department
47	Director of the Accounting and Reporting Department - Chief Accountant
48	Deputy Chief Accountant
49	Head of Logistics Management
50	Head of Planning and Economic Department
51	Head of Legal Department
52	Head of the Centre for Academic Writing and Language Learning
53	Head of the "Uly dala tarikhy" project
54	Head of the Digital Lady Technopark
55	Head of the Chemistry and Biology Centre
56	Head of the Centre for the Development of Inclusive and Special Education
57	College Principal

Annex 2

to the Rules of enrolment in the personnel reserve for managerial positions in "KazNWTTU" NJSC, approved by the order of the Chairman of the Board - Rector from "___" _____ 2024 years.
№_____

Candidate's information note

(surname, first name, patronymic)

applying for inclusion in the personnel reserve for a managerial position

(name of post)

1. Date, year and place of birth.
2. Educational background.
3. Information on the awarding of academic degrees.
4. Information on the awarding of academic titles.
5. Information on professional development or professional retraining, or internship for the last 5 years.
6. Information about awards, honorable titles.
7. Information on bringing to disciplinary, material, civil, administrative and criminal liability.
8. What foreign languages are spoken.
9. Job Details:

Period of employment	Name of position, name of organization	Release from office (dismissed or transferred) with indication of the date of termination Article of the Labor Code of the Republic of Kazakhstan

Annex 3
to the Rules of enrolment in the personnel
reserve for managerial positions in
"KazNWTTU" NJSC, approved by the
order of the Chairman of the Board -
Rector from "___" _____ 2024 years.
№ _____

**Composition of the talent pool
NJSC
"Kazakh National Women's Teacher Training
University"**

No. n/a	NAME	Position (current)	Structural (current)	unit	Personnel reserve for the key position of (name of position and structural unit)

APPROVAL SHEET

№	Position	NAME	Date	Caption
1	Elaborated: Director of HR Department	Micropulo Y.V.		
2	Agreed: Head of Legal department	Makhanov M.M.		
3	Agreed: Acting Head Planning and Economic Department	Murat S.J.		
4	Agreed: Chief of Staff	Shintaev N.T.		
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