

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

«Қазақ ұлттық қыздар педагогикалық университеті» КЕАҚ		NAO "Kazakh National Women's Teacher Training University"
HR ДЕПАРТАМЕНТІ		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
Competitive selection for senior positions of the AMP
in NJSC "Kazakh National Women's Teacher Training
University"
R 025 CSSPAMP/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. The rules of competitive selection for filling managerial positions of administrative and managerial staff (hereinafter - Rules) in NJC "Kazakh National Women's Teacher Training University" (hereinafter - the Company) determine the procedure and conditions of competitive selection.

1.2. The competition is announced for the following vacant positions: Rector's Advisor on Financial and Economic Affairs, Rector's Chief of Staff, Digital Officer, directors of departments, heads of divisions, centres, except for the Chairman of the Board-Rector, members of the Board, employees of the Internal Audit Service, Compliance Service, Corporate Secretary, teaching staff, support staff (mid-level specialists, technical staff), employees hired to replace temporarily absent staff, and employees who are temporarily absent from the Board-Rector's Office.

1.3. Candidates for managerial positions may be considered as persons who meet the requirements set forth in the Company's current job descriptions and/or professional standard, as well as any employee of the Company, regardless of the position he or she holds at the time of the competition.

2. REGULATORY REFERENCES

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

- Labour 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>Qualification requirements</i>	- requirements imposed on the employee in order to determine his/her level and profile of professional training, length of service necessary to fulfil his/her duties.
<i>Competence</i>	- personal ability of a specialist (employee) to solve a certain class of professional tasks.
<i>Official</i>	- Chairman of the Management Board-Rector, Members of the Management Board-Rectors.

4. DESIGNATIONS AND ABBREVIATIONS

The following abbreviations are used in the Regulations:

QMS - Quality Management System
 Faculty members – teaching staff
 AMP - Administrative and managerial personnel

SU- Structural unit

5. OBJECTIVES AND OBJECTIVES

5.1. The purpose of holding a competition to fill vacant positions is to provide the Company with highly qualified personnel meeting the requirements set by the current and prospective tasks of the organization based on a comprehensive and objective assessment, giving candidates equal rights.

5.2. The purpose of the competition is to determine the compliance of qualification, professional requirements of the candidate applying for the relevant position.

6. PROCEDURE FOR THE FORMATION AND WORK OF THE COMPETITION COMMITTEE

6.1. The composition of the competition commission for vacant positions of administrative and management personnel and the terms of its authority shall be determined and approved by the order of the Chairman of the Management Board-Rector of the Company;

6.2. The Competition Commission shall be established in the following composition:

1) Chairman of the Competition Commission - Vice-Rector for Research and International Cooperation and/or management representative;

2) members of the Competition Commission not less than 5 (five) persons from among regular employees - members of the Management Board, head or specialist of the Legal Department, director of the HR Department, immediate supervisor;

3) Secretary of the Competition Commission (does not have the right to vote).

6.3. The Chairman carries out the general management of the work, holds meetings, controls the execution of decisions taken by the Competition Commission.

6.4. In the absence of the chairperson of the committee, the Vice-Rector for Academic Affairs shall perform his/her duties.

6.5. Secretary of the Competition Commission (employee of the HR Department):

1) receives, registers and stores the documents of candidates for participation in the competition;

2) informs the candidates of the place and date of the competition;

3) advises candidates on the conduct of the competition.

7. PROCEDURES AND METHODS FOR SEARCHING FOR CANDIDATES

7.1. The procedure and methods of searching for external candidates are carried out in accordance with the procedures specified in the "Regulations on recruitment, selection and hiring of personnel" in NJSC "KazNWTTU".

7.2. An employee of the Company who wishes to independently nominate his/her candidate for a vacant position shall send his/her CV by e-mail, corporate mail or submit it to the HR Department.

8. RECRUITMENT AND SELECTION PROCEDURE

8.1. The HR department uses recruitment and selection methods aimed at evaluating candidates to determine the extent to which they meet the requirements:

1) Initial selection: review of CVs, interviews, reference checks, interview with direct supervisor.

2) secondary selection: interview with the participation of the competition committee.

8.2. The initial selection process helps to identify the most suitable applicants for a vacant position by analyzing the CVs received to guide them through the subsequent stages of the selection process.

8.3. During the initial selection, the procedure of screening of candidates is applied after the candidate's assessment, which is recorded in the Initial Selection Candidate Assessment Form (*Annex 1* to the Rules). The HR Department together with the Head of the JV analyses all CVs received for the vacant position, checks compliance with the formal requirements specified in the Application, may conduct a telephone interview, interview with the direct head of the JV and then select CVs of the most suitable candidates for the second stage.

8.4. At any stage of the selection process, the candidate may be subject to professional testing and/or writing an analytical brief and/or draft letter on a particular topic.

8.5. The HR Department independently chooses the type and procedure of additional assessment of the candidate, if necessary:

- verifies references and other information from the candidate's previous jobs;
- obtains the candidate's written consent to a background check;
- For verification of references and other information, only previous places of employment shall be contacted, but not the place of employment where the candidate continues to work at the time of verification;
- If the references and other information provided about the candidate cannot be verified, the HR Department will request additional references from the candidate;
- If the recommendations submitted for a candidate are rather negative, the HR Department will inform the Head of the JP and the candidate will not be further considered for the vacant post;
- after the candidate has passed the initial selection, the Secretary of the Commission informs the applicants about the date, place and time of the competition.

9. COMPETITION PROCEDURE

9.1. The competition consists of the following stages:

1) selection of the most suitable candidates from the candidates who responded and the CVs sent;

2) conducting an interview with each candidate to verify compliance with the qualification requirements for the employee, as well as competences and skills, according to the results of which all members of the Commission fill in the "Candidate Evaluation Form by the Commission members" (*Annex 2* to the Rules).

3) summarising the results of the competition.

9.2. The Commission may request other documents, if necessary, for an objective assessment of the candidate.

9.3. The Commission has the right to disqualify an applicant from the tender if the documents submitted do not meet the requirements.

9.4. The secretary of the Competition Commission shall count the votes and announce the results of voting for each candidate.

9.5. The candidate who receives the majority of votes of the members of the Commission present shall be deemed to have passed the contest.

9.6. The decision of the Competition Commission in conducting a competition is legitimate if at least 2/3 of its members participated in the voting.

9.7. Questions to candidates asked by members of the Competition Commission during its meeting and candidates' answers to the questions shall be recorded in the form of comments by each member of the Commission on paper for further attachment to the minutes of the meeting.

9.8. The course of discussion and the decision taken by the Competition Commission shall be formalised in the form of minutes, which shall be signed by the Chairman and the Secretary. Members of the Competition Commission having a dissenting opinion, if expressed, shall state it in writing, which shall be attached to the minutes.

9.9. When voting, a member of the Competition Commission has the right to vote in favour of only one candidate (if there are several candidates for one vacancy), the Chairman of the Competition Commission shall vote last.

9.10. In case of equality of votes of the members of the Competition Commission, the vote of the Chairman of the Commission shall be decisive.

9.11. The decision of the Commission shall be of a recommendatory nature for hiring an employee for a vacant position in accordance with the established procedure, or for refusing to hire an employee. The final decision to hire an employee shall be made by the Chairman of the Board-Rector.

9.12. In case of merger or division of all structural subdivisions of the Company, the heads of subdivisions, who have previously passed the competition for a certain position, shall be retained for the period of competitive replacement, except for the cases when there are two or more incumbent employees for one managerial position. In this case, an early competition shall be held, the deadlines for application, collection of documents and the date of the competition shall be considered and determined by the Chairman of the Competition Commission in coordination with the Chairman of the Management Board-Rector.

9.13. The Chairman of the Board-Rector has the right to reject the decision of the competition committee or to order a re-competition.

9.14. The decision shall be entered in the minutes of the meeting of the Competition Commission, which shall be signed by the Chairman, Secretary and members who participated in its meeting (*Annex 3* to the Rules).

9.15. The secretary of the commission shall familiarise the candidates with the decision within 3 working days after the end of the work of the competition commission.

9.16. The winner of the Competition has the right to refuse the job offer made.

9.17. Conclusion of the labour contract is carried out not later than five working days after the decision of the Chairman of the Board-Rector in accordance with the labour legislation of the Republic of Kazakhstan.

9.18. The frequency of Commission meetings shall determine the availability of open vacant positions and current processes for filling vacancies.

10. HIRING A WORKER

10.1. A candidate selected to fill a vacant position in the Company must submit the necessary documents to the HR Department in accordance with the requirements of the labour legislation of the Republic of Kazakhstan.

10.2. Hiring of a new employee is formalised by an order of the Chairman of the Board-Rector after signing the employment contract.

11. APPEAL PROCEDURE

11.1. The candidates of the competition have the right to familiarise themselves with the decision of the committee;

11.2. Candidates who participated in the competition, in case of disagreement with the decision of the Competition Commission, have the right to appeal the decision of the Commission in accordance with the Labour Code of the Republic of Kazakhstan.

12. STORAGE AND ACCESS TO INFORMATION ON STAFF SELECTION

12.1. Documented information (candidate CV, candidate questionnaire, candidate evaluation form, candidate evaluation form filled in by the head of the SP at the stage of selection, form filled in by the members of the Commission) on the meetings and decisions of the Competition Commission shall be kept in the HR Department for one year from the date of the beginning of the selection or holding of a meeting of the Commission.

12.2. Information on personnel selection is confidential and is available to the Company's officials - upon verbal request; to SP managers and other employees of the Company - upon written request, with the consent of the Head of the HR Department Director.

13. 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".

14. HARMONISATION, STORAGE, DISTRIBUTION

14.1. 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 competitive selection for senior positions of AMP in NJSC "KazNWTTU", approved by the order of the Chairman of the Board - Rector from "_____"_____2024 years.

**CANDIDATE ASSESSMENT
BY THE HEAD OF THE STRUCTURAL DIVISION**

GENERAL INFORMATION

Candidate:		Date: _____
Candidate for the position:		
structural subdivision:		

Compliance of the candidate with the qualification requirements for the advertised vacancy	
Length of service for the position applied for	
Relevance of education advertised vacancy	
Appropriateness of behaviour	
Interest in the university	
Ethics	
Quality and customer orientation	
Intolerance to corruption	

Candidate's strengths:
Weaknesses, shortcomings of the candidate:
Additional Comments:

EMPLOYMENT REFERENCE

Recommend	Not to recommend	
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Preliminary (initial assessment) of the candidate by the head of the structural subdivision

FULL NAME. _____ signature _____ date _____

Annex 2
to the Rules of competitive selection for senior
positions of AMP in NJSC "KazNWTTU",
approved by the order of the Chairman of the Board
- Rector
from "_____"_____2024 years.

**CANDIDATE EVALUATION FORM
MEMBERS OF THE COMPETITION COMMITTEE**

Date of the meeting	« » 202_ years.
Full name of the candidate	

Vacant position	
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Compliance of the candidate with the qualification requirements for the advertised vacancy	
Length of service for the position applied for	
Relevance of education advertised vacancy	
Work experience in the position applied for	
Appropriateness of behavior	<input type="checkbox"/> <input type="checkbox"/>
Interest in the university	
Quality and customer orientation	
Tolerance for corruptions <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Candidate's strengths (including hard skills, soft skills)	
Weaknesses, shortcomings of the candidate:	
Additional Comments:	

OVERALL ASSESSMENT OF THE CANDIDATE

Professional skills and qualifications

Excellent	The good ones	Satisfactory	Unsatisfactory
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Personal qualities

Completely in line with the position	Pretty much in line with	Insufficiently compliant	Doesn't match
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Is there an opportunity for further career development?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> The candidate is only appropriate for this position
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EMPLOYMENT REFERENCES

<input type="checkbox"/> I highly recommend it	<input type="checkbox"/> I recommend with remarks	<input type="checkbox"/> I recommend you put it on reserve	<input type="checkbox"/> I don't recommend it
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Notes:

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EMPLOYMENT REFERENCE

Commission member's decision on employment _____ to hire/not to hire

Full name _____ (signed) _____ **date** _____

Annex 3
to the Rules of competitive selection for senior positions of AMP in NJC "KazNWTTU", approved by the order of the Chairman of the Board
- Rector
from " ____ " _____ 2024 years.

XATTAMA**MINUTES**

" ____ " _____ 20__ year.

№ _____

MINUTES OF THE MEETING OF THE COMPETITION COMMITTEE**Composition of the committee:**

Presiding Officer: _____

Commission members:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

In the absence of commission members _____

По причине _____

There are ____ candidates competing to fill the vacant position:

1. _____ . _____
2. _____ . _____

The competition committee assessed the qualification skills and qualifications as well as personal characteristics of the candidates.

Voting results:

Candidate No. 1 _____ Candidate No. 2 _____

Candidate No. 3 _____ Candidate No. 4 _____

DECISION OF THE COMPETITION COMMITTEE:

For this vacant position, we recommend that you accept _____

With a probationary period _____ months.

To be placed on reserve: _____

Presiding Officer: _____

Commission members: 1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____ 7. _____

Secretary of the Commission _____

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 of Planning and Economic Department	Murat S.J.		
4	Agreed: Chief of Staff	Shintaev N.T.		

SHEET FOR REGISTRATION OF AMENDMENTS AND ADDITIONS

No. of changes	Section, paragraph subject to change	Type of change (replacement, cancellation, addition)	Reason for change	Modification made		
				Date	FULL NAME	Caption
1	Sections 9	Section 9 has been added, which details the procedure for conducting the competition	Due to changes local regulatory documents of the Company, as well as with the expiry of their validity and the need for revision	21.02.2024	Micropulo Y.V.	
2	Section 6	Section 6 was amended - the composition of the Competition Commission was updated				
3	Section 11	A new section "Appeal Procedure" has been added				