
“APPROVED”
Rector of the EI “RMU”
cand. of med. sciences
M.Ch. Alymkulov



JOB DESCRIPTION
OF THE DEAN'S OFFICE SPECIALIST
OF THE EDUCATIONAL INSTITUTION
“ROYAL METROPOLITAN UNIVERSITY”

Bishkek — 2024

1. GENERAL PROVISIONS

1.1. The Dean's Office Specialist of EI "RMU" belongs to the category of specialists of EI "RMU".

1.2. Appointment to and dismissal from the position is made by order of the Rector of EI "RMU" or a person authorized by them in accordance with the legislation of the Kyrgyz Republic.

1.3. The Dean's Office Specialist reports directly to the Dean.

1.4. Qualification requirements: higher education; at least 1 year of work experience in the relevant field (secretary, office manager, executive assistant, records clerk, referent).

1.5. During the absence of the Dean's Office Specialist (business trip, leave, illness, etc.) their job duties are performed by a deputy appointed in the established order, who acquires the corresponding rights and duties and bears responsibility for the performance of the duties assigned to them.

1.6. In their activities, the Dean's Office Specialist is guided by:

- the provisions of the Labor Code of the Kyrgyz Republic and other regulatory legal acts containing labor law norms;
- the organizational structure of EI "RMU";
- the employment contract;
- the Internal Labor Regulations of EI "RMU";
- the Regulation on the Dean's Office;
- the orders and instructions of the Rector of EI "RMU";
- the orders and instructions of the Vice-Rector for Educational and Upbringing Work of EI "RMU";
- the instructions of the Dean;
- this Job Description;
- the internal standards and regulations of EI "RMU".

2. JOB DUTIES

2.1. Performing organizational work on maintaining, recording and storing the records management of the dean's office, in accordance with the index of cases.

2.2. Ensuring the safety of documents and protection from unauthorized access to documents containing confidential information.

2.3. Ensuring the safety of the seals and stamps of the dean's office.

2.4. Storage and recording of document forms used in the work.

2.5. Registering and storing outgoing and incoming documentation.

2.6. Forwarding received documentation for resolution to the Vice-Rector for Educational and Upbringing Work and the Dean.

2.7. Interacting with the heads and specialists of the structural units of EI “RMU”, the faculty and teaching staff and learners on issues falling within the activities of the dean's office.

2.8. Compliance with labor discipline and labor protection and fire safety rules.

2.9. Implementation of the procedure standards of the quality management system (QMS).

2.10. Participation in QMS training events.

2.11. The Dean's Office Specialist must know:

- legislative, regulatory and methodological materials on issues of their activities;
- the mission and development strategy of EI “RMU”, its goals and objectives;
- the structure of EI “RMU”;
- typical instructions on records management in the Kyrgyz Republic;
- document flow schemes;
- the Internal Labor Regulations;
- the ethics of business communication;
- the rules and norms of labor protection, safety, industrial sanitation and fire protection.

3. RIGHTS

The Dean's Office Specialist has the right:

3.1. To interact with the heads of structural units, employees of EI “RMU” and learners, to request and receive information and documents necessary for the work of the dean's office.

3.2. To request from the structural units of EI “RMU” and from learners information necessary for the work of the dean's office.

3.3. To coordinate, within their competence, the activities of the structural units of EI “RMU” and of learners with the dean's office.

3.4. To make proposals on improving and introducing new methods of organizing records management, including those based on the use of modern information technologies.

3.5. To make decisions within their competence.

3.6. To familiarize themselves with the draft decisions of the management of EI “RMU” concerning their activities.

4. RESPONSIBILITY

The Dean's Office Specialist bears responsibility:

4.1. For the non-performance (improper performance) of their job duties stipulated by this Job Description, within the limits defined by the labor legislation of the Kyrgyz

Republic.

4.2. For offenses committed in the course of their activities — within the limits defined by the administrative, criminal and civil legislation of the KR.

4.3. For causing material damage to EI “RMU” — within the limits defined by the labor, criminal and civil legislation of the Kyrgyz Republic.

4.4. For the disclosure of confidential information contained in the documents of the department and received from other structural units of EI “RMU”.

4.5. For the provision of inaccurate information, the use of which led to complications in relations with counterparties, as well as damage to the business reputation of EI “RMU”.

4.6. For non-compliance with labor regulations.

5. RELATIONS WITH OTHER UNITS

To perform their functions and exercise the rights of the Dean's Office Specialist, when performing the duties assigned to them, they interact:

5.1. With all structural units.

5.2. With third-party organizations within their competence.