

Job description of an office manager

1. General provisions

1. The office manager of the Non-profit Institution "Independent Agency for Accreditation and Rating" (hereinafter Agency) belongs to the category of technical performers, is hired and dismissed by order of the General Director of the Agency.

A person is appointed to the position of office manager, without presenting requirements for work experience, with the ability to conduct personnel and archival work.

2. The Office Manager reports directly to the General Director.

3. The Office Manager is guided in his work by the instructions and instructions of the General Director, the Charter of the Agency and other legislative and regulatory legal acts of the Republic of Kazakhstan, the regulations and instructions of the Agency and this job description.

An office manager should know:

1) regulatory legal acts, regulations, instructions, other guidance materials and documents on the conduct of personnel and archival work of the Agency;

2) Agency Structure;

3) standards of the unified system of organizational and administrative documentation;

4) The procedure for monitoring the passage of official documents and materials;

5) Fundamentals of labor organization;

6) rules of operation of technical means;

7) Fundamentals of labor legislation;

8) Internal labor regulations;

9) Rules and regulations of labor protection.

2. Professional competencies and skills

4. An office manager must have the following professional competencies:

1) Have a general understanding of the national system of additional education, as well as understand the system of higher education in the country and abroad;

2) Be ready and able to develop knowledge and gradually take responsibility for more complex tasks;

3) Be able to work in a multilingual team environment.

4) Be able to communicate tactfully, using appropriate behavioral models and reasoning in case of conflict, be aware of the political sensitivity of the results of external evaluation;

5) Be able to create a respectful and professional work environment, informal feedback from colleagues, as well as create opportunities for peer coaching among colleagues.

3. Job responsibilities

5. The office manager is obliged to:

- 1) Conduct Agency personnel work;
- 2) To conduct archival work of the Agency;
- 3) Coordinate the work on conducting rating studies of educational works;
- 4) Organization and implementation of measures for the introduction of corporate culture;
- 5) Posting news and photo materials to them on the website.

4. Rights

6. The office manager has the right to:

- 1) get acquainted with the draft decisions of the Agency's management concerning its activities;
- 2) make proposals to the General Director to assist in the performance of their duties and rights.

5. Responsibility

7. The office manager is responsible for:

1) non-fulfillment (improper fulfillment) of their official duties provided for by this job description, within the limits determined by the current labor legislation of the Republic of Kazakhstan;

2) offenses committed in the course of their activities – within the limits defined by the current administrative, criminal and civil legislation of the Republic of Kazakhstan;

3) causing material damage – within the limits defined by the current labor, criminal and civil legislation of the Republic of Kazakhstan;

4) irrational and negligent use of material and technical resources assigned to him;

5) non-compliance with official ethics and labor discipline;

6) non-compliance with the regime of storage, protection and safety of information obtained in the course of its activities, which constitutes official, commercial, banking and other secrets protected by law;

7) logging of incoming and outgoing correspondence of documents;

8) safety and timeliness of submission of documents for management consideration;

9) completeness and timeliness of re-registration of documents reviewed by the management;

10) accounting for the orders of the Agency's Director General and the immediate transfer of documents reviewed by the management with attached chips to the executors.

