

Approved  
by the order of the  
General Director  
of Independent Agency for  
Accreditation and Rating  
No. 2/1-20-OD dated 13.01.2020

## **Job description of the Secretary-assistant**

### **1. General provisions**

1. The Secretary-assistant of the Non-Profit Institution "Independent Agency for Accreditation and Rating" (hereinafter referred to as the Agency) belongs to the category of technical performers, is hired and dismissed by the order of the Agency's General Director.

A person is appointed to the position of Secretary-assistant, without presenting requirements for work experience, with the ability to conduct office work in the state language.

2. The Secretary-assistant reports directly to the General Director.

3. The Secretary-assistant is guided in his work by the instructions and assignments of the General Director, the Agency's Charter, and other legislative and regulatory legal acts of the Republic of Kazakhstan, the Agency's regulations and instructions, and this job description.

The Secretary-assistant should know:

- 1) Regulatory and legal acts, regulations, instructions, other guidance materials and documents on the Agency's record-Keeping;
- 2) Main provisions of the office management system;
- 3) The Structure of the Agency;
- 4) The Procedure for monitoring the passage of official documents and materials;
- 5) Fundamentals of labor organization;
- 6) Operation rules of technical means;
- 7) Fundamentals of labor legislation;
- 8) Internal labor regulations;
- 9) Rules and Regulations of labor protection.

### **2. Job duties**

The Secretary-assistant is obliged to:

- 1) Accept and register Agency correspondence;
- 2) Submit documents for execution in accordance with the resolution of the Agency's General Director;
- 3) Keep a log of documentary materials passage, received and sent correspondence, monitor their execution, issue the necessary certificates for registered documents;
- 4) Send completed documentation to recipients;

- 5) Work on creating a reference device for documents, provide convenient and fast search for them;
- 6) Conduct telephone conversations;
- 7) Maintain lists of addresses and phone numbers of educational organizations and Agency employees;
- 8) Monitor the deadlines for the execution of documents and their correct execution;
- 9) Control timely delivery and sending of mail to/from the Agency;
- 10) Receive, distribute, and send Agency facsimile and email messages;
- 11) Translation of official documents into the state language.

### **3. Rights**

The Secretary-assistant has the right to:

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

### **4. Responsibility**

The Secretary-assistant is responsible for:

- 1) non-performance (improper performance) of his job duties provided for in this job description, within the limits defined by the current labor legislation of the Republic of Kazakhstan;
- 2) offenses committed in the course of carrying out his activity – 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 information safety received in the course of his activity that constitutes official, commercial, banking and other secrets protected by law;
- 7) keeping logs of incoming and outgoing document correspondence;
- 8) safety and timely submission of documents for management consideration;
- 9) completeness and timeliness of re-registration of documents reviewed by management;
- 10) taking into account the instructions of the Agency's General Director and immediately transmitting the documents reviewed by the management with the attached chips to the performers.