



## **KIMYO INTERNATIONAL UNIVERSITY IN TASHKENT**

Strategic Development Department

### **Catalogue of job descriptions**

English

Tashkent  
2026

## Contents

|                                                                                   |    |
|-----------------------------------------------------------------------------------|----|
| Head of the Strategic Development Directorate                                     | 3  |
| Head of the Project Management and Partnership Development Department             | 8  |
| Chief Specialist of the Project Management and Partnership Development Department | 10 |
| Head of the Marketing and Academic Forecasting Department                         | 12 |
| Chief Specialist of the Marketing and Academic Forecasting Department             | 16 |
| Head of the Alumni Relations Department                                           | 20 |
| Leading Specialist of the Alumni Relations Department                             | 25 |
| Executive Secretary of the Admissions Committee                                   | 29 |
| Agreement sheet                                                                   | 34 |

**APPROVED BY**

Acting Rector of Kimyo International  
University in Tashkent

\_\_\_\_\_ A. Allakuliyev  
« \_\_\_\_\_ » \_\_\_\_\_ 2026

**CATALOGUE OF JOB DESCRIPTIONS**

This approval applies to all eight job descriptions (01–08) in the English section of this catalogue.

**JD-EN-01**

**JOB DESCRIPTION**

**Head of the Strategic Development Directorate**

**1. GENERAL PROVISIONS**

- 1.1.** This Job Description sets out the duties, rights, responsibilities, qualification requirements and working relationships of the Head of the Strategic Development Directorate of Kimyo International University in Tashkent (hereinafter referred to as the Head of Directorate).
- 1.2.** The Head of Directorate is a member of the University's management staff and directly manages the Strategic Development Directorate (hereinafter referred to as the Directorate).
- 1.3.** The Head of Directorate reports directly to the Vice-Rector for Strategic Development and Digitalization.
- 1.4.** The Head of Directorate is appointed and dismissed by order of the Rector of the University in accordance with the established procedure.
- 1.5.** The Head of Directorate is guided by the applicable legislation of the Republic of Uzbekistan, regulations governing higher education, the University Charter, the University's internal regulations, the Rector's orders and directives, instructions of the Vice-Rector for Strategic Development and Digitalization, the Regulations on the Directorate and this Job Description.
- 1.6.** The Head of Directorate organises the performance of the Directorate's assigned tasks, coordinates its constituent units, arranges the allocation of duties among staff, monitors deadlines and quality, and is personally accountable for the Directorate's overall results.

**2. QUALIFICATION REQUIREMENTS**

- 2.1.** The Head of Directorate must hold a higher education qualification and have experience in organisational and managerial work, analytical work, strategic planning, project management or relevant fields within a higher education institution.
- 2.2.** The Head of Directorate must know and be able to apply the following in practice:
  - key regulations governing higher education and employment relations;
  - the University Charter, internal regulations, organisational structure and management procedures;

- principles of strategic planning, setting goals and objectives, preparing work plans and monitoring their implementation;
- methods of defining strategic indicators and KPIs, measuring, analysing and assessing results;
- methods of planning and coordinating projects and monitoring their deadlines and effectiveness;
- methods of collecting, verifying, organising and consolidating statistical and analytical data and using them to support management decisions;
- the contribution of marketing, admissions, academic forecasting, alumni relations, coordination of branch activities and student services to the University's development;
- general approaches to digital governance, information systems and the digitalisation of workflows;
- rules for preparing official documents, analytical briefs, reports and official correspondence;
- requirements concerning official information, personal data and information security.

**2.3.** The Head of Directorate must be skilled in systems thinking, strategic analysis, planning, team management, allocation of duties, organisation of cooperation between units, identification of problems and preparation of substantiated proposals.

### 3. KEY TASKS AND DUTIES

- 3.1.** Organises the Directorate's activities in accordance with the Regulations on the Directorate, the University's strategic development goals, approved annual work plans and instructions from University management; coordinates the preparation of annual and long-term work plans and ensures their implementation.
- 3.2.** Coordinates the development and implementation of the University's long-term development strategy, development programmes and priorities; regularly analyses progress towards strategic goals and submits substantiated proposals for improvement to the Vice-Rector.
- 3.3.** Organises and coordinates the work of the Directorate's constituent units, arranges the allocation of tasks between them in accordance with established procedures, ensures cooperation and monitors the performance of assigned tasks.
- 3.4.** Organises the alignment of the constituent units' work plans with the University's strategic goals, regularly reviews their implementation and prepares proposals on measures to address identified problems and deficiencies.
- 3.5.** Monitors the implementation of tasks under the University's strategic development programmes and priorities, assesses progress, consolidates information on deadlines and results, and submits the relevant reports to management.
- 3.6.** Organises the analysis of progress against the University's strategic development indicators and KPIs, coordinates the collection and verification of necessary data from constituent units, and prepares analytical information to support management decisions based on the results.
- 3.7.** Organises monitoring and analysis of results in admissions and marketing effectiveness, academic forecasting, cooperation with enterprises, alumni relations, diploma issuance, coordination of branch activities, student services and digitalisation.

- 3.8.** Coordinates strategic projects and initiatives aimed at the University's institutional development, monitors implementation and effectiveness, and ensures the identification of emerging risks and problems and the preparation of proposals to address them.
- 3.9.** Organises the consolidation of statistical and analytical information, assessment of strategic indicators, and preparation of analytical briefs and reports to provide information and analytical support for University management decisions.
- 3.10.** Ensures that the Directorate uses reliable, complete, objective and up-to-date information; establishes appropriate procedures for data submission deadlines, verification and organisation.
- 3.11.** Prepares proposals to introduce and improve modern management methods, digital governance tools and monitoring and analysis mechanisms, and coordinates their implementation with the relevant University units.
- 3.12.** Organises or participates in meetings, discussions and working sessions involving heads of units on matters within the Directorate's remit; submits proposals on tasks, responsible persons and deadlines arising from the discussions.
- 3.13.** Analyses the performance of Directorate staff and constituent units, monitors the timely execution of assignments to the required standard, and determines measures to improve efficiency and workflows.
- 3.14.** Organises the preparation of reports, analytical briefs and materials concerning the Directorate's activities and management instructions, and ensures their submission by the required deadlines.
- 3.15.** Organises cooperation with other University units on matters within the Directorate's remit, coordinates the exchange of necessary information and documents, and takes steps to resolve matters within the scope of assigned authority.
- 3.16.** Ensures that official information, electronic data and documents used by the Directorate are maintained, organised and stored in accordance with established procedures and used solely for official purposes.
- 3.17.** Organises the timely performance, to the required standard, of the parts of management instructions and working group and commission tasks that fall within the Directorate's remit.
- 3.18.** Prepares analytical conclusions on problems, development trends and opportunities identified in the Directorate's activities and submits substantiated proposals to the Vice-Rector to improve the University's strategic development.

#### **4. RIGHTS**

- 4.1.** The Head of Directorate has the right to request and obtain, through established procedures, the information, documents, reports, statistical indicators and other data required from University units on strategic development matters.
- 4.2.** Has the right to examine and monitor implementation of the University's strategic development programmes, projects and priorities, analyse results, and prepare relevant conclusions and recommendations.
- 4.3.** Has the right to submit proposals to the Vice-Rector and University management to improve strategic planning, management effectiveness, marketing, admissions, academic forecasting, cooperation with enterprises, alumni relations, branch activities, student services and digitalisation.

- 4.4.** Has the right to initiate working meetings, meetings and discussions involving heads of units and responsible staff within the scope of assigned authority.
- 4.5.** Has the right to obtain information and reports from heads of the Directorate's constituent units on implementation of approved plans, assignments and targets, and to review progress.
- 4.6.** Has the right to participate in coordinating the University's strategic projects and initiatives, assess their implementation and develop proposals to improve their effectiveness.
- 4.7.** Has the right to participate, as instructed by University management, in working groups, commissions and other collective bodies, or coordinate their work on matters within the Directorate's remit.
- 4.8.** Has the right to draft, or contribute to drafting, documents to improve internal documents, working procedures, reporting forms, monitoring tools and information systems relating to the Directorate's activities.
- 4.9.** Has the right to submit proposals, through established procedures, to provide the organisational, technical, staffing and information support required to perform the duties of the position effectively.
- 4.10.** Has the right, within the scope of assigned authority, to maintain working relationships with University units, public authorities, domestic and foreign higher education institutions, research organisations, enterprises and other partner organisations.
- 4.11.** Has the right to exercise other rights provided for by law, the University's internal regulations, the Regulations on the Directorate and this Job Description.

## **5. ACCOUNTABILITY**

- 5.1.** The Head of Directorate is accountable for the timely performance, to the required standard, of the tasks set out in the Regulations on the Directorate, this Job Description and approved work plans.
- 5.2.** Is accountable for the effective organisation of the Directorate's activities, coordination of its constituent units, appropriate allocation of duties among staff and monitoring of assignment execution.
- 5.3.** Is accountable for the systematic organisation of monitoring of the University's strategic development programmes, priorities and strategic projects.
- 5.4.** Within the scope of assigned authority, is accountable for the reliability, completeness, objectivity and timely preparation of statistical, analytical and other official information submitted to University management.
- 5.5.** Is accountable for ensuring effective cooperation between the Directorate's constituent units, identifying implementation problems promptly and taking measures to address them.
- 5.6.** Is accountable for the preparation to the required standard and timely submission of reports, analytical briefs, plans and other official documents concerning the Directorate's activities.
- 5.7.** Is accountable for maintaining and storing official information, electronic data and documents used by the Directorate in accordance with established procedures and using them for the appropriate purposes.
- 5.8.** Is accountable for the timely performance, to the required standard, of the parts of University management instructions that fall within the Directorate's remit.

- 5.9.** Is liable, in accordance with the law and the University's internal documents, for failure to perform or improper performance of official duties, misuse of authority, provision of incorrect or distorted information, and breaches of the University's internal rules.

## **6. WORKING RELATIONSHIPS**

- 6.1.** The Head of Directorate works directly with the Vice-Rector for Strategic Development and Digitalization and submits information and reports on the Directorate's results, existing problems, strategic initiatives and planned activities in accordance with established procedures.
- 6.2.** Cooperates with the Academic Affairs Directorate on developing the educational process, improving admissions and alumni-related processes, monitoring education quality and defining the University's strategic development indicators.
- 6.3.** Cooperates with the International Integration and Transformation Directorate on the University's international development strategy, transformation processes, international rankings and development of international partnerships.
- 6.4.** Cooperates with the Research and Innovation Directorate on developing research capacity, supporting innovative projects, improving research performance and achieving the University's strategic development targets.
- 6.5.** Coordinates the activities of the Directorate's constituent units: the Project Management and Partnership Development Department, the Marketing and Academic Forecasting Department, the Alumni Relations Department, the Branch Activities Coordination Department, the Student Services Centre (Call Centre) and the Digital Technologies Centre; organises information exchange and cooperation between them.
- 6.6.** Exchanges necessary information and documents with other University units on matters within the Directorate's remit in accordance with established procedures.
- 6.7.** Where necessary and within the scope of delegated authority, coordinates working relationships with public authorities, domestic and foreign higher education institutions, research organisations, enterprises, institutions and other partner organisations.
- 6.8.** Ensures that information obtained through working relationships is used for authorised purposes and that official information is stored in accordance with the appropriate procedures.

## **7. PROCEDURE FOR REVIEWING THIS JOB DESCRIPTION**

- 7.1.** This Job Description shall be reviewed when changes are made to the University's organisational structure, the Directorate's tasks and functions, the authority of the Head of Directorate or the qualification requirements applicable to the position.
- 7.2.** The introduction of new workflows, management mechanisms, information systems and digital technologies into the Directorate's activities, or substantial changes to the duties of the position, may provide grounds for reviewing this Job Description.
- 7.3.** Amendments and additions to this Job Description shall be made and approved in accordance with the University's established procedure.

## JD-EN-02

## JOB DESCRIPTION

## Head of the Project Management and Partnership Development Department

## 1. GENERAL PROVISIONS

- 1.1. This Job Description has been developed in accordance with the labour legislation of the Republic of Uzbekistan, regulations governing higher education institutions and the University's internal documents.
- 1.2. The Head of the Project Management and Partnership Development Department (hereinafter referred to as the Head of Department) is a member of the University's management staff.
- 1.3. The Head of Department reports directly to the Vice-Rector for Strategic Development and Digitalization and the Strategic Development Directorate and is accountable to them for their activities.
- 1.4. The Head of Department must hold a higher education qualification and have at least 5 years of experience in project management, international cooperation, grant management and strategic development.
- 1.5. The Head of Department is appointed and dismissed by order of the Rector upon the recommendation of the Vice-Rector for Strategic Development and Digitalization.
- 1.6. In performing their duties, the Head of Department strictly complies with the laws of the Republic of Uzbekistan, Presidential decrees, resolutions of the Cabinet of Ministers, the University Charter and internal regulations.

## 2. KEY DUTIES

The Head of Department performs the following duties:

- 2.1. Develops the Department's strategic development plan and annual and quarterly work plans and submits them to the Vice-Rector for Strategic Development and Digitalization for approval.
- 2.2. Builds a portfolio of projects aligned with the University's strategic development programmes and digitalisation strategy, identifies priority projects and manages them.
- 2.3. Monitors international and domestic grant programmes, identifies suitable projects and organises the preparation of effective applications.
- 2.4. Expands the University's international and domestic partnership networks, negotiates with new partners and coordinates the signing of memoranda and agreements.
- 2.5. Establishes a monitoring, evaluation and reporting system for ongoing projects, manages risks and improves project effectiveness.
- 2.6. Regularly organises training sessions, seminars, masterclasses and certification programmes in project management, grant writing, partnership development and digital competencies for University staff and students.
- 2.7. Promotes the scientific and practical results of projects, participates in conferences, and ensures the publication of research articles and the protection of intellectual property.
- 2.8. Submits detailed analytical reports, KPI results and proposals for future activities to the Vice-Rector for Strategic Development and Digitalization and the Strategic Development Directorate quarterly and at the end of the year.

**2.9.** Allocates workloads among Department staff, monitors their performance, and ensures continuing training and professional development.

**2.10.** Actively participates in projects aimed at the University's digitalisation, innovation and improvement of its international rankings.

### **3. RIGHTS**

**3.1.** Request and obtain the necessary information, documents and statistical data from all University units.

**3.2.** Conduct formal negotiations with partner organisations on behalf of the Vice-Rector for Strategic Development and Digitalization.

**3.3.** Establish and lead temporary working groups and project offices within projects.

**3.4.** Issue binding assignments to Department staff and monitor their execution.

**3.5.** Submit proposals to improve their own activities and the work of the Department.

**3.6.** Submit proposals concerning staff incentives and disciplinary action.

**3.7.** Undertake professional development and participate in international conferences, training sessions and internships.

### **4. ACCOUNTABILITY**

**4.1.** The performance of all tasks and functions assigned to the Department on time, effectively and to the required standard.

**4.2.** The targeted and efficient use of grant funds and the accuracy of financial reports.

**4.3.** The safeguarding of confidential and commercial information entrusted to them.

**4.4.** The fulfilment of obligations to the Vice-Rector for Strategic Development and Digitalization and the Strategic Development Directorate.

**4.5.** Compliance with labour legislation, the University's internal rules and workplace discipline.

**4.6.** Failure to contribute, or to contribute sufficiently, to achieving the University's strategic goals.

The Head of Department is liable for the above matters in accordance with the law.

### **5. WORKING CONDITIONS AND REQUIREMENTS**

**5.1.** Working hours are full-time (40 hours per week). Additional working hours may be required depending on the volume of project work.

**5.2.** Salary is determined in accordance with the staffing schedule. An additional incentive (bonus) scheme applies to successful projects and grants.

**5.3.** The Head of Department is provided with modern office equipment, a computer and digital tools.

**5.4.** The Head of Department must undertake continuing professional development.

## JD-EN-03

### JOB DESCRIPTION

#### Chief Specialist of the Project Management and Partnership Development Department

#### 1. GENERAL PROVISIONS

- 1.1. This Job Description has been developed in accordance with the labour legislation of the Republic of Uzbekistan, regulations governing higher education and the University's internal regulations.
- 1.2. The Chief Specialist is the principal professional staff member responsible for implementation in the Project Management and Partnership Development Department.
- 1.3. The Chief Specialist reports directly to the Head of Department and is accountable to them for their activities.
- 1.4. The Chief Specialist must hold a higher education qualification and have at least 2 years of work experience in project management, international cooperation, grants, education or business administration.
- 1.5. The Chief Specialist is appointed and dismissed by order of the Rector.
- 1.6. The Chief Specialist is guided by the following:
  - the laws of the Republic of Uzbekistan;
  - Presidential decrees and resolutions;
  - resolutions of the Cabinet of Ministers;
  - regulations of the Ministry of Higher Education, Science and Innovation;
  - the University Charter;
  - the Regulations on the Department;
  - this Job Description and internal regulations.

#### 2. KEY DUTIES

The Chief Specialist performs the following duties:

- 2.1. Participates in organising activities to develop the University's domestic and international partnerships.
- 2.2. Drafts memoranda, agreements and other documents with partner organisations.
- 2.3. Regularly monitors international and domestic grant programmes relevant to the University and prepares information on suitable calls for applications.
- 2.4. Participates in preparing application documents for grant projects and partnership initiatives.
- 2.5. Prepares the documents, reports and information required during project implementation.
- 2.6. Maintains correspondence with partner organisations and organises meetings.
- 2.7. Monitors the implementation of memoranda and agreements.
- 2.8. Participates in developing partnership projects that contribute to improving the University's international and domestic rankings.
- 2.9. Participates in organising seminars, training sessions, forums, conferences and other events.
- 2.10. Maintains electronic databases relating to the Department's activities.

- 2.11.** Collects and analyses statistical data on ongoing projects and prepares reports.
- 2.12.** Coordinates projects and partnership initiatives in cooperation with University units.
- 2.13.** Participates in business trips, negotiations and official meetings as instructed by the Head of Department.
- 2.14.** Carries out other work-related instructions issued by the Head of Department.

### **3. RIGHTS**

The Chief Specialist has the following rights:

- 3.1.** Request and obtain the information and documents required for their activities from University units in accordance with established procedures.
- 3.2.** Submit proposals to develop partnerships and projects.
- 3.3.** Use the University's information systems and resources to perform official duties.
- 3.4.** Participate in educational seminars, training sessions and professional development programmes.
- 3.5.** Maintain working communications with partner organisations within the scope of assigned authority.
- 3.6.** Put forward initiatives to improve the Department's activities.

### **4. ACCOUNTABILITY**

The Chief Specialist is accountable for:

- 4.1.** Performing assigned tasks on time and to the required standard.
- 4.2.** The accuracy of documents and reports prepared.
- 4.3.** The reliability of information concerning memoranda and projects.
- 4.4.** Safeguarding official and commercial secrets.
- 4.5.** Compliance with the University's internal employment rules and code of conduct.
- 4.6.** The execution of assignments issued by the Head of Department within the prescribed deadlines.
- 4.7.** Avoiding actions that harm the University's interests.

### **5. WORKING CONDITIONS AND REQUIREMENTS**

- 5.1.** Working hours are based on a 40-hour working week.
- 5.2.** Salary is determined in accordance with the University's staffing schedule.
- 5.3.** Incentives may be awarded for successfully completed projects and grants secured, in accordance with the applicable procedure.
- 5.4.** The Chief Specialist is provided with modern computer equipment, information systems and office equipment.
- 5.5.** The Chief Specialist must regularly undertake professional development.

## JD-EN-04

### JOB DESCRIPTION

#### Head of the Marketing and Academic Forecasting Department

#### 1. GENERAL PROVISIONS

- 1.1. This Job Description sets out the duties, rights, responsibilities, qualification requirements and working relationships of the Head of the Marketing and Academic Forecasting Department of Kimyo International University in Tashkent (hereinafter referred to as the Head of Department).
- 1.2. The Head of Department is a member of the University's management staff and directly manages the Marketing and Academic Forecasting Department.
- 1.3. The Head of Department reports directly to the Head of the Strategic Development Directorate.
- 1.4. The Head of Department is appointed and dismissed by order of the Rector of the University in accordance with the established procedure.
- 1.5. The Head of Department is guided by the applicable legislation of the Republic of Uzbekistan, regulations governing higher education, the University Charter, internal regulations, the Rector's orders and directives, instructions of the Strategic Development Directorate, the Regulations on the Marketing and Academic Forecasting Department, and this Job Description.
- 1.6. The Head of Department organises the performance of the Department's assigned tasks, allocates duties among staff, coordinates and monitors their execution, and is personally accountable for the Department's overall results.
- 1.7. During the temporary absence of the Head of Department, certain duties may be assigned to another designated employee in accordance with the University's established procedure.

#### 2. QUALIFICATION REQUIREMENTS

- 2.1. The Head of Department must hold a higher education qualification and have experience in organisational and managerial work, analytical work, higher education or relevant fields.
- 2.2. The Head of Department must know and be able to apply regulations governing higher education, marketing tools, digital platforms, and statistical analysis methods.
- 2.3. The Head of Department must be skilled in handling large volumes of information, studying the market for educational services, planning workflows, and preparing analytical information to support informed management decisions.

#### 3. KEY TASKS AND DUTIES

- 3.1. Ensures the effective implementation of the University's marketing policy and develops and coordinates measures to promote its educational services in domestic and international markets.
- 3.2. Organises the Department's activities, allocates duties among staff, monitors the timeliness and quality of assigned work, and analyses the results.
- 3.3. Ensures that the University's admissions process is supported by effective organisational arrangements, information and procedural guidance; coordinates the admissions campaign and monitors its progress.

- 3.4.** Studies supply and demand in the market for educational services and demographic and socioeconomic trends, and analyses labour market needs.
- 3.5.** Prepares forecasts concerning the University's academic development, programmes of study, and future student enrolment.
- 3.6.** Compiles and consolidates statistical and analytical information on the results of marketing activities, the admissions process and academic forecasting, and provides University management with information to support decision-making.
- 3.7.** Implements marketing initiatives to build and strengthen the University's positive image and develops proposals to improve its competitiveness.
- 3.8.** Organises the timely preparation of the Department's reports, analytical briefs and other materials required by the Strategic Development Directorate and University management.
- 3.9.** Defines the functional requirements for electronic databases, information systems and digital platforms used by the Department, analyses how effectively they are used, and submits proposals for improvement.
- 3.10.** Organises the preparation of the Department's monthly, quarterly, annual and other required reports, analytical briefs and materials requested by management, and ensures their timely submission.
- 3.11.** Prepares substantiated proposals for University management concerning problems, trends and development opportunities identified in marketing activities.
- 3.12.** Organises cooperation with the Academic Affairs Directorate, programme heads, the Project Management and Partnership Development Department, the Alumni Relations Department, the Digital Technologies Centre and other relevant units on matters within the Department's remit.
- 3.13.** Ensures that the Department complies with requirements concerning personal data confidentiality, information security and the use of official information for authorised purposes.
- 3.14.** Organises the maintenance, classification and storage of the Department's records in accordance with established procedures.
- 3.15.** Within the scope of assigned authority, ensures that instructions from University management and the Strategic Development Directorate are carried out on time and to the required standard.

#### **4. RIGHTS**

To perform the duties of the position, the Head of Department has the right to:

- 4.1.** Request and obtain, through established procedures, the data, documents, statistical indicators and other information required from University units in connection with the Department's activities.
- 4.2.** Submit proposals to the Strategic Development Directorate and University management to improve marketing activities, the admissions process and the academic forecasting system.
- 4.3.** Participate in working meetings and discussions with University units on matters within the Department's remit and initiate consideration of relevant issues.
- 4.4.** Organise and conduct marketing research, surveys, monitoring and analytical studies within the scope of assigned authority.

- 4.5.** Assign tasks to a Department employee within the scope of their duties, monitor their execution, and obtain the necessary information and reports on completed work.
- 4.6.** Put forward initiatives and proposals to improve the Department's activities and simplify, digitalise and automate its workflows.
- 4.7.** Within the scope of assigned authority, maintain working relationships with graduates, employers, educational institutions, public authorities and other organisations in accordance with established procedures.
- 4.8.** Participate, as instructed by University management, in working groups, commissions and other collective bodies, and provide opinions and proposals on matters within the Department's remit.
- 4.9.** Draft, or contribute to the drafting of, internal documents and procedures relating to the Department's activities, as well as documents for improving information systems and workflows.
- 4.10.** Submit proposals to establish the organisational, technical and information support required to perform the duties of the position to the required standard.
- 4.11.** Exercise other rights provided for by law, the University's internal regulations, the Regulations on the Department and this Job Description.

## **5. ACCOUNTABILITY**

Within the scope of assigned authority and duties, the Head of Department is accountable for:

- 5.1.** The timely performance, to the required standard, of the tasks set out in the Regulations on the Department, this Job Description and approved work plans.
- 5.2.** The timely performance, to the required standard, of the Department's assigned tasks relating to marketing activities, the organisation and coordination of the admissions process, and the forecasting of academic activities.
- 5.3.** The proper organisation of the Department's activities, the effective allocation of duties among staff and monitoring of their execution.
- 5.4.** Ensuring the reliability, accuracy and currency of the statistical, analytical and forecasting information prepared.
- 5.5.** Analysing admissions campaign results, assessing admissions performance, and ensuring that proposals to improve it are developed on time.
- 5.6.** Safeguarding the confidentiality of official information and personal data used in the course of work and using them in accordance with applicable legislation.
- 5.7.** The reliability and timely submission of reports, briefs, lists and other official documents prepared by the Department.
- 5.8.** Maintaining the confidentiality of personal data, official information and other restricted information, and ensuring their use for authorised purposes.
- 5.9.** The safekeeping of electronic data, registers and other official records entrusted to the Department, and their use in accordance with established procedures.
- 5.10.** The timely execution, to the required standard and within the Department's remit, of instructions from University management and the Strategic Development Directorate.
- 5.11.** Is liable, in accordance with the law and the University's internal documents, for failure to perform or improper performance of official duties, misuse of authority, provision of incorrect or distorted information, and breaches of the University's internal rules.

## 6. WORKING RELATIONSHIPS

- 6.1.** The Head of Department works directly with the Head of the Strategic Development Directorate and provides information and reports on the Department's results, existing problems and planned activities in accordance with established procedures.
- 6.2.** Cooperates with the Academic Affairs Directorate and faculty deans on organising admissions to programmes of study, student enrolment, the development of educational programmes, and forecasting.
- 6.3.** Cooperates with the Project Management and Partnership Development Department on the needs of enterprises and labour market trends.
- 6.4.** Exchanges analytical information with the Alumni Relations Department on graduate monitoring results and labour market needs.
- 6.5.** Cooperates with the Digital Technologies Centre on improving information systems and digital platforms used in marketing, admissions and academic forecasting.
- 6.6.** Exchanges the necessary information and documents with other University units on matters within the Department's remit in accordance with established procedures.
- 6.7.** Maintains working relationships with public authorities, educational institutions and other organisations as instructed by University management or within the scope of delegated authority.
- 6.8.** Uses information obtained through working relationships solely for authorised purposes and safeguards the confidentiality of personal data and official information.

## 7. PROCEDURE FOR REVIEWING THIS JOB DESCRIPTION

- 7.1.** This Job Description shall be reviewed when changes are made to the University's organisational structure, the Department's tasks and functions, the authority of the Head of Department or the requirements applicable to the role.
- 7.2.** The introduction of new workflows, information systems and digital technologies into the Department's activities, or substantial changes to the duties of the position, may provide grounds for reviewing this Job Description.
- 7.3.** Amendments and additions to this Job Description shall be made and approved in accordance with the University's established procedure.

## JD-EN-05

### JOB DESCRIPTION

#### Chief Specialist of the Marketing and Academic Forecasting Department

#### 1. GENERAL PROVISIONS

- 1.1. This Job Description sets out the duties, rights, responsibilities, qualification requirements and working relationships of the Chief Specialist of the Marketing and Academic Forecasting Department of Kimyo International University in Tashkent (hereinafter referred to as the Chief Specialist).
- 1.2. The Chief Specialist is a professional staff member of the Marketing and Academic Forecasting Department and reports directly to the Head of Department.
- 1.3. The Chief Specialist is appointed and dismissed by order of the Rector of the University in accordance with the established procedure.
- 1.4. The Chief Specialist is guided by the applicable legislation of the Republic of Uzbekistan, regulations governing higher education, the University Charter, internal regulations, the Rector's orders and directives, the Regulations on the Marketing and Academic Forecasting Department, work-related instructions of the Head of Department, and this Job Description.
- 1.5. The Chief Specialist participates in carrying out the tasks set out in the Department's approved work plan, collecting and monitoring data relating to marketing and admissions, preparing the analytical documents required to forecast academic activities, and performing other day-to-day activities.
- 1.6. During the temporary absence of the Chief Specialist, their duties may be assigned to another designated employee in accordance with the University's established procedure.

#### 2. QUALIFICATION REQUIREMENTS

- 2.1. The Chief Specialist must hold a higher education qualification and possess the knowledge and skills required for information handling, marketing, statistical and analytical work, and records management.
- 2.2. The Chief Specialist must know and be able to apply the following in practice:
  - key regulations governing higher education and the University's internal regulations;
  - methods of studying the market for educational services and conducting marketing research and surveys;
  - methods of collecting, verifying, organising and updating data;
  - personal data protection requirements;
  - procedures for preparing official documents, lists, briefs and reports;
  - processes for organising and monitoring the admissions campaign;
  - the fundamentals of working with spreadsheets, databases and information systems used by the Department;
  - rules of official correspondence and records management.
- 2.3. The Chief Specialist must be skilled in handling, verifying and organising large volumes of data, using spreadsheets effectively, preparing documents in accordance with established requirements, and managing several workflows concurrently within the required deadlines.

### 3. KEY TASKS AND DUTIES

- 3.1.** Carries out the tasks set out in the Department's approved work plan and work-related instructions issued by the Head of Department within the prescribed deadlines.
- 3.2.** Collects and verifies data on supply and demand in the market for educational services and on demographic and socioeconomic trends, and conducts preliminary analyses.
- 3.3.** Participates in providing organisational support, information and procedural guidance for the University's admissions process, monitoring the progress of the admissions campaign, and compiling statistical indicators of its results.
- 3.4.** Organises surveys and analytical studies to assess labour market needs and applicant demand, and processes and consolidates the results.
- 3.5.** Prepares the statistical and analytical information required to forecast the University's academic activities, the development of programmes of study, and student enrolment.
- 3.6.** Prepares initial statistical data, tables and other materials based on monitoring and survey results and submits them to the Head of Department.
- 3.7.** Prepares preliminary reports, tables, charts and analytical materials on the results of marketing activities and admissions processes and submits them to the Head of Department for review.
- 3.8.** Enters data accurately and promptly into the information systems and digital platforms used for marketing and forecasting.
- 3.9.** Drafts official letters, briefs, notifications, tables and other official documents relating to the Department's activities.
- 3.10.** Registers, organises and ensures the safekeeping of the Department's incoming and outgoing documents in accordance with established procedures.
- 3.11.** Informs the Head of Department promptly of completed work, identified discrepancies and matters requiring immediate action.
- 3.12.** Drafts official letters, briefs, lists, tables, reports and other documents relating to the Department's activities.
- 3.13.** Participates in digitalising the Department's data, maintaining electronic registers and automating repetitive operations.
- 3.14.** Submits proposals to the Head of Department concerning deficiencies and functional needs identified when using electronic databases and information systems.
- 3.15.** Collects and organises the source data required to prepare the Department's monthly, quarterly and annual reports.
- 3.16.** Participates in managing, classifying and storing the Department's incoming and outgoing official documents in accordance with established procedures.
- 3.17.** Safeguards the confidentiality of personal data and official information in the course of work and uses them solely to perform official duties.
- 3.18.** Complies with the University's internal employment rules, workplace discipline, information security requirements and other mandatory internal requirements.
- 3.19.** Carries out other work-related instructions of the Head of Department within the scope of the authority assigned to the position.

## 4. RIGHTS

To perform the duties of the position, the Chief Specialist has the right to:

- 4.1.** Obtain the data, documents and other information required to perform official duties through the Head of Department or from the relevant University units in accordance with established procedures.
- 4.2.** Submit proposals to the Head of Department to improve marketing activities and admissions performance, and to digitalise analytical and forecasting work.
- 4.3.** Use the databases, electronic registers, information systems and other official resources used by the Department within the scope of granted access and authority.
- 4.4.** Inform the Head of Department of errors, inconsistencies, duplicate or unnecessary workflows and other problems identified in the performance of duties, and propose ways to resolve them.
- 4.5.** Participate directly in marketing research, surveys and analytical studies.
- 4.6.** Participate, as instructed by the Head of Department, in working meetings, events, working groups and other organisational activities on matters within the Department's remit.
- 4.7.** Submit proposals to improve the organisational, technical and information support required to perform the duties of the position to the required standard.
- 4.8.** Exercise other rights provided for by law, the University's internal regulations, the Regulations on the Department and this Job Description.

## 5. ACCOUNTABILITY

Within the scope of assigned authority and duties, the Chief Specialist is accountable for:

- 5.1.** The timely performance, to the required standard, of the tasks set out in this Job Description and work-related instructions issued by the Head of Department.
- 5.2.** Compliance with established procedures and deadlines when conducting marketing research and surveys.
- 5.3.** The reliability and accuracy of the marketing, statistical and analytical information collected and prepared.
- 5.4.** The accurate compilation and safekeeping of electronic data and documents relating to admissions and marketing activities.
- 5.5.** Maintaining and storing the electronic and paper official records entrusted to them in accordance with established procedures.
- 5.6.** Maintaining the confidentiality of personal data, official information and other restricted information, and preventing their unauthorised disclosure to third parties.
- 5.7.** Using electronic databases and information systems properly within the scope of granted authority, and not disclosing usernames, passwords or other access credentials to third parties.
- 5.8.** Is liable, in accordance with the law and the University's internal documents, for failure to perform or improper performance of official duties, entry or provision of incorrect information, disclosure of confidential information, and breaches of the University's internal rules.

## 6. WORKING RELATIONSHIPS

- 6.1.** The Chief Specialist works under the direction of the Head of Department and regularly provides updates on completed work, identified problems and matters requiring further action.
- 6.2.** As instructed by the Head of Department, promptly exchanges information with staff of the Strategic Development Directorate, the Academic Affairs Directorate, the Alumni Relations Department, the Project Management and Partnership Development Department, and the Digital Technologies Centre on marketing, admissions, analysis and forecasting.
- 6.3.** As instructed by the Head of Department, exchanges the information and documents required to perform official duties with other University units.
- 6.4.** Maintains working relationships with external organisations and other stakeholders as instructed by the Head of Department and within the scope of delegated authority.
- 6.5.** Uses information obtained through working relationships solely to perform official duties and safeguards the confidentiality of personal data and official information.

## 7. PROCEDURE FOR REVIEWING THIS JOB DESCRIPTION

- 7.1.** This Job Description shall be reviewed when changes are made to the University's organisational structure, the Department's tasks and functions, the duties of the Chief Specialist, or the requirements applicable to the role.
- 7.2.** The introduction of new workflows, information systems and digital technologies into the Department's activities, or substantial changes to the duties of the position, may provide grounds for reviewing this Job Description.
- 7.3.** Amendments and additions to this Job Description shall be made and approved in accordance with the University's established procedure.

## JD-EN-06

### JOB DESCRIPTION

#### Head of the Alumni Relations Department

#### 1. GENERAL PROVISIONS

- 1.1. This Job Description sets out the duties, rights, responsibilities, qualification requirements and working relationships of the Head of the Alumni Relations Department of Kimyo International University in Tashkent (hereinafter referred to as the Head of Department).
- 1.2. The Head of Department is a member of the University's management staff and directly manages the Alumni Relations Department.
- 1.3. The Head of Department reports directly to the Head of the Strategic Development Directorate.
- 1.4. The Head of Department is appointed and dismissed by order of the Rector of the University in accordance with the established procedure.
- 1.5. The Head of Department is guided by the applicable legislation of the Republic of Uzbekistan, regulations governing higher education, the University Charter, internal regulations, the Rector's orders and directives, instructions of the Strategic Development Directorate, the Regulations on the Alumni Relations Department and this Job Description.
- 1.6. The Head of Department organises the performance of the Department's assigned tasks, allocates duties among staff, coordinates and monitors their execution, and is personally accountable for the Department's overall results.
- 1.7. During the temporary absence of the Head of Department, certain duties may be assigned to another designated employee in accordance with the University's established procedure.

#### 2. QUALIFICATION REQUIREMENTS

- 2.1. The Head of Department must hold a higher education qualification and have experience in organisational and managerial work, analytical work, higher education or relevant fields.
- 2.2. The Head of Department must know and be able to apply the following in practice:
  - key regulations governing higher education and employment relations;
  - the University's organisational structure and internal management procedures;
  - methods of alumni engagement and monitoring graduates' employment and professional activities;
  - methods of collecting, verifying, organising and analysing data;
  - requirements for handling personal data;
  - procedures for preparing reports, analytical briefs and official documents;
  - the University's internal processes for preparing graduation documents;
  - the fundamentals of working with electronic databases, spreadsheets and information systems used by the Department;
  - rules of official correspondence and records management.

- 2.3.** The Head of Department must be skilled in analysing data, handling large volumes of information, planning and coordinating workflows, developing well-founded solutions to problems, and maintaining effective working relationships with other University units.

### 3. KEY TASKS AND DUTIES

- 3.1.** Organises the Department's activities in accordance with the Regulations on the Alumni Relations Department, the University's strategic objectives and approved work plans; develops the Department's annual and long-term work plans and ensures their implementation.
- 3.2.** Allocates duties among Department staff, monitors the timeliness and quality of task execution, and analyses the results of completed work.
- 3.3.** Organises the establishment, maintenance and regular updating of a unified database of University graduates. Takes the necessary measures to ensure that the data are complete, up to date and reliable.
- 3.4.** Organises monitoring of graduates' employment, workplaces, professional activities, positions held and further education. Analyses monitoring results by programme of study, graduation year and other relevant categories.
- 3.5.** Organises alumni surveys, improves questionnaire content, monitors the quality of the data collected, and prepares analytical conclusions based on the findings.
- 3.6.** Develops ongoing links between the University and its graduates and organises activities to establish an alumni community and increase its engagement.
- 3.7.** Plans and organises meetings, forums, training sessions, networking events and other activities involving alumni. Develops proposals to engage successful graduates in the University's educational, mentoring and other initiatives.
- 3.8.** To support graduates' career development, organises training and events in cooperation with the relevant University units on CV writing, job interviews, professional communication, the use of LinkedIn and other essential skills.
- 3.9.** Organises the compilation of information on graduates' employers and the verification and organisation of corporate contact details. Ensures that this information is provided through the established procedures for use in relevant University analyses and international assessment processes.
- 3.10.** Organises the preparation, verification and consolidation of the required data on graduates and their employers for QS Employer Reputation, QS Stars and other relevant international assessment processes in which the University participates.
- 3.11.** Prepares statistical and analytical materials on graduates' employment, professional development, employers and other key indicators. Submits relevant proposals to University management and the Strategic Development Directorate based on the findings.
- 3.12.** Organises and coordinates the preparation of graduation documents and monitors the timely and accurate preparation of graduate lists and related documents.
- 3.13.** Checks the consistency of data, electronic files, registers and other documents relating to the preparation of diplomas and diploma supplements, and takes measures to ensure that identified errors are corrected promptly.
- 3.14.** In the course of preparing graduation documents, maintains working relationships with the relevant University units and, within the scope of assigned authority, external

organisations; coordinates the preparation and submission of the required documents in accordance with established procedures.

- 3.15.** Develops functional requirements and proposals for digitalising alumni relations, employment monitoring and the preparation of graduation documents, and for automating repetitive operations; participates in their implementation in cooperation with the Digital Technologies Centre.
- 3.16.** Defines the functional requirements for electronic databases, information systems and digital platforms used by the Department, analyses how effectively they are used, and submits proposals for improvement.
- 3.17.** Organises the preparation of the Department's monthly, quarterly, annual and other required reports, analytical briefs and materials requested by management, and ensures their timely submission.
- 3.18.** Prepares substantiated proposals for University management concerning problems, trends and development opportunities identified through alumni relations activities.
- 3.19.** Organises cooperation with the Academic Affairs Directorate, programme heads, the Project Management and Partnership Development Department, the Marketing and Academic Forecasting Department, the Digital Technologies Centre and other relevant units on matters within the Department's remit.
- 3.20.** Ensures that the Department complies with requirements concerning personal data confidentiality, information security and the use of official information for authorised purposes.
- 3.21.** Organises the maintenance, classification and storage of the Department's records in accordance with established procedures.
- 3.22.** Within the scope of assigned authority, ensures that instructions from University management and the Strategic Development Directorate are carried out on time and to the required standard.

#### 4. RIGHTS

To perform the duties of the position, the Head of Department has the right to:

- 4.1.** Request and obtain, through established procedures, the data, documents, statistical indicators and other information required from University units in connection with the Department's activities.
- 4.2.** Submit proposals to the Strategic Development Directorate and University management on alumni relations, graduate employment monitoring, development of the alumni community, preparation of graduation documents and digitalisation of these processes.
- 4.3.** Participate in working meetings and discussions with University units on matters within the Department's remit and initiate consideration of relevant issues.
- 4.4.** Organise alumni surveys, monitoring and analytical studies, and use their findings in the performance of official duties.
- 4.5.** Assign tasks to a Department employee within the scope of their duties, monitor their execution, and obtain the necessary information and reports on completed work.
- 4.6.** Put forward initiatives and proposals to improve the Department's activities and simplify, digitalise and automate its workflows.

- 4.7.** Within the scope of assigned authority, maintain working relationships with graduates, employers, educational institutions, public authorities and other organisations in accordance with established procedures.
- 4.8.** Participate, as instructed by University management, in working groups, commissions and other collective bodies, and provide opinions and proposals on matters within the Department's remit.
- 4.9.** Draft, or contribute to the drafting of, internal documents and procedures relating to the Department's activities, as well as documents for improving information systems and workflows.
- 4.10.** Submit proposals to establish the organisational, technical and information support required to perform the duties of the position to the required standard.
- 4.11.** Exercise other rights provided for by law, the University's internal regulations, the Regulations on the Department and this Job Description.

## 5. ACCOUNTABILITY

Within the scope of assigned authority and duties, the Head of Department is accountable for:

- 5.1.** The timely performance, to the required standard, of the tasks set out in the Regulations on the Department, this Job Description and approved work plans.
- 5.2.** The proper organisation of the Department's activities, the effective allocation of duties among staff and monitoring of their execution.
- 5.3.** Maintaining the alumni database in accordance with established procedures and ensuring that the data are as complete, up to date and reliable as possible.
- 5.4.** The timely organisation of monitoring of graduates' employment and professional activities, and the accuracy of the statistical and analytical information prepared from its results.
- 5.5.** Organising, in accordance with established procedures, the processes for preparing graduation documents that fall within the Department's remit; ensuring the accurate preparation of related data and documents; and promptly correcting errors identified during the process.
- 5.6.** The reliability and timely submission of reports, briefs, lists and other official documents prepared by the Department.
- 5.7.** Maintaining the confidentiality of personal data, official information and other restricted information, and ensuring their use for authorised purposes.
- 5.8.** The safekeeping of electronic data, registers and other official records entrusted to the Department, and their use in accordance with established procedures.
- 5.9.** The timely execution, to the required standard and within the Department's remit, of instructions from University management and the Strategic Development Directorate.
- 5.10.** Is liable, in accordance with the law and the University's internal documents, for failure to perform or improper performance of official duties, misuse of authority, provision of incorrect or distorted information, and breaches of the University's internal rules.

## 6. WORKING RELATIONSHIPS

- 6.1.** The Head of Department works directly with the Head of the Strategic Development Directorate and provides information and reports on the Department's results, existing problems and planned activities in accordance with established procedures.

- 6.2.** Cooperates with the Academic Affairs Directorate, programme heads and dean's offices on compiling graduate lists, verifying and updating data, preparing graduation documents and monitoring graduates.
- 6.3.** Exchanges information and coordinates joint activities with the Project Management and Partnership Development Department on graduate employment, employers, vacancies, internships, career events and labour market matters.
- 6.4.** Cooperates with the Marketing and Academic Forecasting Department on the use of information about graduates' professional activities, employment indicators and other analytical data in the University's marketing and academic forecasting activities.
- 6.5.** Cooperates with the Digital Technologies Centre on the alumni database, electronic registers, information systems, digital services, and the digitalisation and automation of the Department's processes.
- 6.6.** Exchanges the necessary information and documents with other University units on matters within the Department's remit in accordance with established procedures.
- 6.7.** Maintains working relationships with public authorities, educational institutions, employers and other organisations as instructed by University management or within the scope of delegated authority.
- 6.8.** Uses information obtained through working relationships solely for authorised purposes and safeguards the confidentiality of personal data and official information.

## **7. PROCEDURE FOR REVIEWING THIS JOB DESCRIPTION**

- 7.1.** This Job Description shall be reviewed when changes are made to the University's organisational structure, the Department's tasks and functions, the authority of the Head of Department or the requirements applicable to the role.
- 7.2.** The introduction of new workflows, information systems and digital technologies into the Department's activities, or substantial changes to the duties of the position, may provide grounds for reviewing this Job Description.
- 7.3.** Amendments and additions to this Job Description shall be made and approved in accordance with the University's established procedure.

**JD-EN-07****JOB DESCRIPTION****Leading Specialist of the Alumni Relations Department****1. GENERAL PROVISIONS**

- 1.1.** This Job Description sets out the duties, rights, responsibilities, qualification requirements and working relationships of the Leading Specialist of the Alumni Relations Department of Kimyo International University in Tashkent (hereinafter referred to as the Leading Specialist).
- 1.2.** The Leading Specialist is a professional staff member of the Alumni Relations Department and reports directly to the Head of Department.
- 1.3.** The Leading Specialist is appointed and dismissed by order of the Rector of the University in accordance with the established procedure.
- 1.4.** The Leading Specialist is guided by the applicable legislation of the Republic of Uzbekistan, regulations governing higher education, the University Charter, internal regulations, the Rector's orders and directives, the Regulations on the Alumni Relations Department, work-related instructions of the Head of Department and this Job Description.
- 1.5.** The Leading Specialist participates in carrying out the tasks set out in the Department's approved work plan, maintaining and monitoring alumni data, preparing documents, organising alumni events and performing other day-to-day activities.
- 1.6.** During the temporary absence of the Leading Specialist, their duties may be assigned to another designated employee in accordance with the University's established procedure.

**2. QUALIFICATION REQUIREMENTS**

- 2.1.** The Leading Specialist must hold a higher education qualification and possess the knowledge and skills required for information handling, records management, analytical work or organisational activities.
- 2.2.** The Leading Specialist must know and be able to apply the following in practice:
  - key regulations governing higher education and the University's internal regulations;
  - procedures for alumni relations and graduate employment monitoring;
  - methods of collecting, verifying, organising and updating data;
  - personal data protection requirements;
  - procedures for preparing official documents, lists, briefs and reports;
  - the stages of preparing graduation documents that fall within the Department's remit;
  - the fundamentals of working with spreadsheets, databases and information systems used by the Department;
  - rules of official correspondence and records management.
- 2.3.** The Leading Specialist must be skilled in handling, verifying and organising large volumes of data, using spreadsheets effectively, preparing documents in accordance with established requirements, and managing several workflows concurrently within the required deadlines.

### 3. KEY TASKS AND DUTIES

- 3.1.** Carries out the tasks set out in the Department's approved work plan and work-related instructions issued by the Head of Department within the prescribed deadlines.
- 3.2.** Maintains the unified database of University graduates, enters new information, updates existing data, and takes steps to correct identified errors and inconsistencies.
- 3.3.** Collects, verifies and organises graduates' personal, academic and contact data, as well as information on their professional activities, from designated sources.
- 3.4.** Collects and updates the data required to monitor graduates' employment, workplaces, positions held, fields of work and further education.
- 3.5.** Participates in organising alumni surveys, checks the responses received, identifies incorrect or incomplete information, and follows up to clarify it.
- 3.6.** Prepares initial statistical data, tables and other materials based on monitoring and survey results and submits them to the Head of Department.
- 3.7.** Maintains regular contact with graduates, updates their contact details, and communicates information designated for distribution by the Department, including details of events and opportunities.
- 3.8.** Performs organisational work for the preparation and delivery of alumni meetings, forums, training sessions, career events and other activities.
- 3.9.** Collects information on graduates' employers, verifies organisation names and corporate contact details, and organises and regularly updates this information.
- 3.10.** Participates in collecting, verifying and preparing graduate and employer data within the Department's remit for QS Employer Reputation, QS Stars and other relevant international assessment processes.
- 3.11.** Collects, verifies, organises and prepares graduate lists and the data and documents required for the preparation of graduation documents.
- 3.12.** Maintains electronic registers, lists and other working records relating to graduation documents, checks their consistency, and reports identified discrepancies to the Head of Department.
- 3.13.** Participates in checking that electronic data and related files prepared for diplomas and diploma supplements are consistent with the designated lists.
- 3.14.** Records technical errors, incorrect data and other discrepancies arising during the preparation of graduation documents, and prepares the information required to resolve them.
- 3.15.** Drafts official letters, briefs, lists, tables, reports and other documents relating to the Department's activities.
- 3.16.** Participates in digitalising the Department's data, maintaining electronic registers and automating repetitive operations.
- 3.17.** Submits proposals to the Head of Department concerning deficiencies and functional needs identified when using electronic databases and information systems.
- 3.18.** Collects and organises the source data required to prepare the Department's monthly, quarterly and annual reports.
- 3.19.** Participates in managing, classifying and storing the Department's incoming and outgoing official documents in accordance with established procedures.
- 3.20.** Safeguards the confidentiality of personal data and official information in the course of work and uses them solely to perform official duties.

- 3.21.** Informs the Head of Department promptly of completed work, identified problems and circumstances requiring further action.
- 3.22.** Complies with the University's internal employment rules, workplace discipline, information security requirements and other mandatory internal requirements.
- 3.23.** Carries out other work-related instructions of the Head of Department within the scope of the authority assigned to the position.

#### 4. RIGHTS

To perform the duties of the position, the Leading Specialist has the right to:

- 4.1.** Obtain the data, documents and other information required to perform official duties through the Head of Department or from the relevant University units in accordance with established procedures.
- 4.2.** Submit proposals to the Head of Department to improve the alumni database, employment monitoring, surveys, alumni activities, preparation of graduation documents and other workflows.
- 4.3.** Contact graduates, clarify the required information with them, and participate in surveys in accordance with established procedures as part of carrying out assigned tasks.
- 4.4.** Use the databases, electronic registers, information systems and other official resources used by the Department within the scope of granted access and authority.
- 4.5.** Inform the Head of Department of errors, inconsistencies, duplicate or unnecessary workflows and other problems identified in the performance of duties, and propose ways to resolve them.
- 4.6.** Participate, as instructed by the Head of Department, in working meetings, events, working groups and other organisational activities on matters within the Department's remit.
- 4.7.** Submit proposals to improve the organisational, technical and information support required to perform the duties of the position to the required standard.
- 4.8.** Exercise other rights provided for by law, the University's internal regulations, the Regulations on the Department and this Job Description.

#### 5. ACCOUNTABILITY

Within the scope of assigned authority and duties, the Leading Specialist is accountable for:

- 5.1.** The timely performance, to the required standard, of the tasks set out in this Job Description and work-related instructions issued by the Head of Department.
- 5.2.** Verifying data entered into or updated in the alumni database in accordance with established procedures, ensuring accurate entry, and reporting identified errors promptly.
- 5.3.** The accurate processing and organisation of data collected through employment monitoring, surveys and other studies.
- 5.4.** The accurate preparation and consistency checks of assigned lists, registers, electronic files and other records used in preparing graduation documents.
- 5.5.** The accuracy of information provided in official letters, briefs, tables, lists, reports and other documents prepared.
- 5.6.** Maintaining and storing the electronic and paper official records entrusted to them in accordance with established procedures.

- 5.7.** Maintaining the confidentiality of personal data, official information and other restricted information, and preventing their unauthorised disclosure to third parties.
- 5.8.** Using electronic databases and information systems properly within the scope of granted authority, and not disclosing usernames, passwords or other access credentials to third parties.
- 5.9.** Is liable, in accordance with the law and the University's internal documents, for failure to perform or improper performance of official duties, entry or provision of incorrect information, disclosure of confidential information, and breaches of the University's internal rules.

## **6. WORKING RELATIONSHIPS**

- 6.1.** The Leading Specialist works under the direction of the Head of Department and regularly provides updates on completed work, identified problems and matters requiring further action.
- 6.2.** As instructed by the Head of Department, cooperates with the Academic Affairs Directorate, programme heads and dean's offices on collecting, verifying and updating alumni data, compiling graduate lists and preparing graduation documents.
- 6.3.** Participates in exchanging the necessary information with the Project Management and Partnership Development Department on graduate employment, employers, vacancies, internships and career events.
- 6.4.** Cooperates with the Marketing and Academic Forecasting Department on preparing and exchanging information about graduates and their professional activities within the Department's remit.
- 6.5.** Works with the Digital Technologies Centre to address practical and technical matters relating to the databases, electronic registers and information systems used by the Department.
- 6.6.** As instructed by the Head of Department, exchanges the information and documents required to perform official duties with other University units.
- 6.7.** Maintains working relationships with external organisations, employers and other stakeholders as instructed by the Head of Department and within the scope of delegated authority.
- 6.8.** Uses information obtained through working relationships solely to perform official duties and safeguards the confidentiality of personal data and official information.

## **7. PROCEDURE FOR REVIEWING THIS JOB DESCRIPTION**

- 7.1.** This Job Description shall be reviewed when changes are made to the University's organisational structure, the Department's tasks and functions, the duties of the Leading Specialist or the requirements applicable to the role.
- 7.2.** The introduction of new workflows, information systems and digital technologies into the Department's activities, or substantial changes to the duties of the position, may provide grounds for reviewing this Job Description.
- 7.3.** Amendments and additions to this Job Description shall be made and approved in accordance with the University's established procedure.

## JD-EN-08

## JOB DESCRIPTION

**Executive Secretary of the Admissions Committee****1. GENERAL PROVISIONS**

- 1.1.** This Job Description sets out the duties, rights, responsibilities, qualification requirements and working relationships of the Executive Secretary of the Admissions Committee of Kimyo International University in Tashkent (hereinafter referred to as the University and the Executive Secretary, respectively).
- 1.2.** The Executive Secretary is designated by the Rector's order establishing the Admissions Committee. The term of office, conditions for performing the duties and replacement arrangements are formalised by the relevant order.
- 1.3.** The Executive Secretary reports to and is accountable to the Chair of the Admissions Committee. Day-to-day organisational work is carried out in cooperation with the Deputy Chair of the Committee.
- 1.4.** The Executive Secretary is guided by applicable legislation, the University Charter, internal rules, the Rector's orders and directives, decisions of the Admissions Committee and this Job Description. The University's regulations governing admissions, admission to master's programmes, admission to second and subsequent higher education programmes, transfers, transfers with reinstatement and reinstatement are hereinafter referred to as the Admissions Regulations.
- 1.5.** The Executive Secretary coordinates the organisational work of the Committee for admission to bachelor's, master's, second and subsequent higher education programmes, as well as transfers, transfers with reinstatement and reinstatement, at the Tashkent campus and the Samarkand and Namangan branches.
- 1.6.** The Executive Secretary organises document flow, consolidates materials relating to the Committee's activities and tracks implementation of its decisions. Decisions on admission, rejection, assessment and appeals are taken by the bodies authorised under the Admissions Regulations.
- 1.7.** During the temporary absence of the Executive Secretary, their duties are assigned to another designated employee in accordance with the University's established procedure. Documents, outstanding assignments and official resources provided for use are handed over in accordance with established procedures.

**2. QUALIFICATION REQUIREMENTS**

- 2.1.** The Executive Secretary must hold a higher education qualification and have practical experience in organisational and managerial work, document handling and higher education or a relevant field.
- 2.2.** The Executive Secretary must know and be able to apply the Admissions Regulations, orders concerning the organisation of admissions, and requirements for personal data protection, handling enquiries and requests, and record retention.
- 2.3.** The Executive Secretary must be skilled in planning workflows, coordinating staff and units, using electronic admissions systems and spreadsheets, preparing minutes and reports, verifying information and communicating with applicants in accordance with professional standards of conduct.

### 3. KEY TASKS AND DUTIES

- 3.1.** Prepares the Admissions Committee's work plan, schedule of organisational activities and proposals for the allocation of duties, submits them to the Chair, and coordinates the implementation of approved activities.
- 3.2.** Establishes information exchange on admissions among Committee members, Deputy Executive Secretaries, Executive Secretaries at branches, technical staff and advisers, and obtains information on the execution of assigned tasks.
- 3.3.** Collects materials and reports on admissions, transfers, transfers with reinstatement and reinstatement from the Samarkand and Namangan branches, checks their completeness and consolidates them for consideration by the central Admissions Committee.
- 3.4.** Organises the receipt, registration and allocation of applications and documents, electronically or on paper, to the relevant responsible staff within the prescribed deadlines. Tracks the review status of applications received through [admission.kiut.uz](http://admission.kiut.uz) and [masters.kiut.uz](http://masters.kiut.uz).
- 3.5.** Coordinates checks on the completeness, authenticity and compliance of submitted documents. Where omissions or questionable information are identified, submits the necessary materials to the authorised committee and arranges notification of the applicant in accordance with its decision.
- 3.6.** Monitors the delivery of notifications to applicants concerning receipt of documents, identified deficiencies, admission results or reasons for rejection through their personal account, email or SMS in accordance with established procedures.
- 3.7.** Coordinates the work of units in providing information to applicants and their parents who visit the University, directing enquiries to responsible staff and creating convenient service conditions.
- 3.8.** Provides the Public Relations Department with approved information on admissions procedures, deadlines, educational programmes and results. Cooperates in preparing consistent, up-to-date guidance materials for advisers and Call Centre staff.
- 3.9.** Coordinates organisational preparations for entrance tests, interviews and scholarship examinations with programme heads, academic departments and examination committees. Tracks the display of the approved date, time and venue in applicants' personal accounts; ensures that only applicants recommended for enrolment are included in the list submitted for the scholarship examination.
- 3.10.** Coordinates audio and video recording of examinations and interviews and retention of recordings in accordance with established procedures with the relevant responsible staff. In the event of technical interruptions or other emergencies, informs the Chair and arranges communication of the revised schedule to applicants on the basis of the Committee's decision.
- 3.11.** Prepares Admissions Committee meetings, compiles the agenda and materials for consideration, and notifies members of meetings. Records attendance and checks compliance with the requirement that at least two thirds of members must be present for a meeting to be quorate.
- 3.12.** Keeps meeting minutes and accurately records open voting results and decisions taken. Where votes are tied, the Chair's casting vote is recorded in the minutes. Signs minutes jointly with the Chair, registers them and ensures their safekeeping.

- 3.13.** Receives assessment records and results from examination and interview committees and checks that they have been fully completed. Refers discrepancies to the relevant committee for clarification and consolidates results for consideration by the Admissions Committee.
- 3.14.** On the basis of Admissions Committee conclusions, organises the preparation of lists of applicants recommended for enrolment, draft orders on admission, transfers, transfers with reinstatement or reinstatement, and supporting documents, and submits them to the Rector in accordance with established procedures.
- 3.15.** Prepares documents for review together with the Deputy Executive Secretaries responsible for admission to master's programmes, transfers, transfers with reinstatement and reinstatement. Coordinates the timely receipt of academic opinions, personal files and other necessary materials from authorised units.
- 3.16.** Coordinates the receipt of documents from foreign citizens and stateless persons, their referral for checks against applicable requirements and their submission to the Admissions Committee with the International Integration and Transformation Directorate.
- 3.17.** Organises the registration of appeals and their referral, together with the relevant materials, to the independent Appeals Committee. Tracks the 3-working-day deadline for lodging an appeal and the 10-working-day period for its consideration established in the Admissions Regulations; coordinates delivery of decisions and notifications to the appellant.
- 3.18.** Exchanges information with the Accounting Department on applicants recommended for enrolment and provides the lists required to prepare and issue contract forms. Obtains information from authorised units on compliance with contract and payment requirements when formalising admission.
- 3.19.** Submits proposals to change or supplement the complement of technical and advisory staff (volunteers) according to the Admissions Committee's needs. Together with the Chief Accountant, prepares proposals on financial incentives and additional remuneration for responsible staff and advisers.
- 3.20.** Consolidates requirements for equipment, furnishings, stationery and service conditions needed for admissions and submits them to the relevant units. Promptly informs the Digital Technologies Centre of errors and interruptions in information systems.
- 3.21.** Prepares operational information and a final report on admissions progress, enquiries and requests, documents reviewed, examination results and existing problems. Submits proposals to the Chair to address identified deficiencies and improve the next admissions process.
- 3.22.** Organises applications, minutes, lists, correspondence and electronic documents relating to admissions. Together with the unit responsible for archives, arranges their retention for the prescribed periods and handover of documents at the end of admissions.
- 3.23.** Uses personal data solely for official purposes and within the scope of assigned authority and safeguards their confidentiality. Prevents the unauthorised alteration, dissemination or transfer of documents and data to third parties.
- 3.24.** Observes impartiality, equal opportunities and professional standards of conduct in the admissions process, and does not accept money, gifts or other benefits from applicants.

Reports any conflict of interest to the Chair and withdraws from consideration of the matter concerned.

#### 4. RIGHTS

To perform the duties of the position, the Executive Secretary has the following rights:

- 4.1.** Request and obtain the necessary documents, information and reports from University units, branches and staff involved in admissions in accordance with established procedures.
- 4.2.** Coordinate the work of the secretariat, technical staff and advisers within the approved allocation of duties, issue organisational assignments and obtain information on their execution.
- 4.3.** Request clarification of omissions and discrepancies in documents and propose necessary checks or the collection of additional information to the Admissions Committee.
- 4.4.** Propose matters for the agenda of Admissions Committee meetings and submit proposals to improve workflows, electronic platforms and services for applicants.
- 4.5.** Submit proposals, through established procedures, to change the complement of technical staff and advisers, engage specialists, provide material and technical resources and introduce staff incentives.
- 4.6.** Use the information systems, electronic registers and official documents required to perform the duties of the position within granted access rights.
- 4.7.** Participate in meetings and working discussions as instructed by the Chair and provide explanations concerning the Committee's activities within the scope of assigned authority.
- 4.8.** Inform the Chair of circumstances preventing the performance of duties, signs of violations or conflicts of interest and request appropriate action.

#### 5. ACCOUNTABILITY

Within the scope of assigned authority and duties, the Executive Secretary is accountable for:

- 5.1.** The timely performance, to the required standard, of tasks assigned under the Admissions Regulations, Rector's orders, Admissions Committee decisions and this Job Description.
- 5.2.** The accurate and complete preparation and documentation of Admissions Committee meetings, minutes, lists and materials submitted to the Rector.
- 5.3.** Registration of applications and documents, their timely referral to responsible staff, and monitoring of their review status and dispatch of notifications.
- 5.4.** The reliability and timely submission of statistical data, consolidated results and reports prepared.
- 5.5.** The safekeeping of entrusted paper and electronic documents and the confidentiality of personal data and restricted information.
- 5.6.** The timely referral of appeals to the authorised committee, provision of relevant documents and accurate maintenance of information on review deadlines.
- 5.7.** Compliance with impartiality and professional conduct requirements, and timely reporting of conflicts of interest and identified violations.

- 5.8.** Is liable, in accordance with applicable legislation and the University's internal documents, for failure to perform or improper performance of official duties, exceeding authority, distorting results, loss of documents or disclosure of confidential information.

## **6. WORKING RELATIONSHIPS**

- 6.1.** Cooperates with and reports to the Chair and Deputy Chair of the Admissions Committee on the work plan, meetings, implementation of decisions, problem matters and final admissions results.
- 6.2.** Coordinates consistent working procedures, document exchange and consolidation of reports with the Deputy Chairs and Executive Secretaries responsible for branches.
- 6.3.** Cooperates with Deputy Executive Secretaries responsible for admission to master's programmes and transfers, the Academic Affairs Directorate, programme heads and academic departments on applications, academic opinions and examination records.
- 6.4.** Cooperates with the Digital Technologies Centre on the operation of electronic applications, databases, personal accounts, the Call Centre and recording equipment. Technical support and fault rectification are carried out by the relevant technical staff.
- 6.5.** Exchanges information with the Public Relations Department on official information and advisory materials and with the International Integration and Transformation Directorate on foreign applicants' documents.
- 6.6.** Cooperates with the Accounting Department, the Technical Operations and Facilities Department and the unit responsible for archives on, respectively, contracts and payment information, material and technical needs for admissions, and record retention and handover.
- 6.7.** Provides the Appeals Committee with appeals, assessment documents, minutes and other requested materials in accordance with established procedures. Substantive consideration of appeals and decisions on them fall within the authority of the independent Appeals Committee.

## **7. PROCEDURE FOR REVIEWING THIS JOB DESCRIPTION**

- 7.1.** This Job Description shall be reviewed when the Admissions Regulations, admissions arrangements, Committee structure or authority of the Executive Secretary change.
- 7.2.** Before each admissions season, this Job Description shall be checked for consistency with the order organising admissions for the relevant academic year. Necessary amendments shall be agreed with the relevant units and approved by the Rector in accordance with established procedures.
- 7.3.** The Executive Secretary shall acknowledge, by signature, that they have read this Job Description and any amendments to it.

**AGREED BY**

For all eight job descriptions (01–08) in the English section of this catalogue.

| Position                                                 | Name          | Signature |
|----------------------------------------------------------|---------------|-----------|
| Vice-Rector for Strategic Development and Digitalization | U. Vosikov    | _____     |
| Head of the Human Resources Department                   | F. Sulaymonov | _____     |
| Legal Counsel                                            | B. Hakimjonov | _____     |