

 SATBAYEV UNIVERSITY	NON-PROFIT JOINT STOCK COMPANY “KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATPAYEV”	
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**QUALIFICATION REQUIREMENTS FOR EMPLOYEE POSITIONS
OF KAZNRTU NAMED AFTER K.I. SATPAYEV**

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PREFACE

English translation prepared by by HR Service of NJSC "Kazakh National Research Technical University named after K.I. Satpayev"

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1 GENERAL PROVISIONS

Qualification requirements are standards that define the totality of knowledge, skills and practical experience of employees, established by a professional standard for a certain type of activity.

Qualification requirements (hereinafter referred to as QR) for the positions of KazNRTU employees serve as the basis for:

- drafting the regulations on structural divisions;
- elaborating the job descriptions of employees that consolidate their duties, rights and responsibilities.

2 REGULATORY REFERENCES

- Constitution of the Republic of Kazakhstan dated 30.08.1995;
- Law of the Republic of Kazakhstan "On Education" dated 27.07 2007 No. 319-111;
- "Standard rules of organizations activity of higher and postgraduate education" approved by Decree of RK Government No. 499 dated 05/17/2013;
- Labor Code of the Republic of Kazakhstan;
- Decree of the Acting Minister of Culture and Sports of the Republic of Kazakhstan dated December 31, 2020 No. 370, registered with Ministry of Justice of the Republic of Kazakhstan on January 5, 2021 No. 22032;
- Decree of Minister of Science and Higher Education of the Republic of Kazakhstan dated January 5, 2024 No. 4 "On approval of qualification requirements for educational activities of organizations providing higher and (or) postgraduate education and the list of documents confirming compliance with them" dated January 5, 2024 No. 4;
- Decree of Minister of Labor and Social Protection of the Republic of Kazakhstan dated December 30, 2020 No. 553. registered with Ministry of Justice of the Republic of Kazakhstan on December 31, 2020 No. 2003;
- Anti-corruption POLICY P 029-06-40.3.01-2018;
- Charter of “Kazakh National Research Technical University named after K.I. Satpayev”;
- Quality policy of KazNRTU named after K.I. Satpayev;
- Regulations on Department.

3 QUALIFICATION REQUIREMENTS

Qualification requirements for positions

Head (Rector) of a higher educational institution: higher education, work experience in senior positions for at least 5 years.

Deputy head (Vice-rector) of a higher educational institution: for deputies in charge of educational, methodological, scientific, international, innovative, strategic work: higher (or postgraduate) education, the presence of an academic degree or an academic master's degree awarded upon completion of studies at AEO "Nazarbayev University" or at a foreign higher educational institution for priority specialties approved by Republican Commission for Training Personnel Abroad, work experience in senior positions in educational institutions for at least 5 years or at least 3 years of work experience, provided that completion of studies at AEO "Nazarbayev University" and/ or at a foreign higher education institution in priority specialties approved by Republican Commission for Training Personnel Abroad (master's degree or PhD). The presence of a certificate (diploma) of completion of advanced training courses in education management.

Director of Institute / Head of School: the presence of higher and/or postgraduate education corresponding to the field of personnel training, the presence of an academic degree (candidate of science, doctor of science, doctor of philosophy (PhD), the presence of an academic title (professor, associate professor, docent) awarded by the authorized body, work experience in senior positions in educational institutions or in the specialty for at least 5 years or in the specialty – at least 15 years, a certificate (diploma) of completion of advanced training courses in education management (within the last 3 years), the presence of scientific articles for the last 5 (five) years in international peer-reviewed scientific journals, included in Q1-Q4 according to Journal Citation Reports Web of Science or having the Cite Score of at least 25, in the relevant scientific field, in Scopus database, the availability of scientific publications in domestic scientific journals recommended by the authorized body and in international scientific publications and educational and methodological works corresponding to the direction of Institute's personnel training and the availability of professional certificates in the field of personnel training for the last 3 years (at least 72 hours per 1 course).

The ability to elaborate program documents, projects, degree programs, developed skills in commercialization and attracting the external and internal resources to implement the tasks facing the institute, skills in working with office programs, developed leadership, analytical and communication skills, the ability to create effective business relationships in the entrusted team, strategic thinking.

Preferably: knowledge of a foreign language at least B2 level (confirmed by a valid international certificate).

Deputy Director of Institute for Academic Work / Deputy head of School: the presence of higher and/or postgraduate education corresponding to the field of training, the presence of an academic degree (candidate of science, doctor of philosophy (PhD)), academic title (professor, associate professor, docent, awarded by the authorized body / academic degree PhD corresponding areas of training, work experience in senior positions in educational organizations, the experience of scientific and pedagogical work or work in organizations in the field of professional activity (specialty) is at least 3 years, or work experience in production in the specialty for at least 10 years, or at the presence of "Honored Worker of Culture", "Honored Art Worker" title, membership in creative unions with at least 10 years of work experience. Availability of scientific publications in republican scientific journals recommended by the authorized body, in international scientific publications and educational and methodological publications corresponding to the direction of training of Institute, availability of professional certificates in the profile of training for the last 3 years (at least 72 hours per 1 course). Skills of working with office programs, analytical and reference information preparation skills, developed interpersonal and communicative abilities, leadership and organizational qualities, strategic thinking.

Preferably: a diploma from a university in the TOP-500, a diploma obtained under "Bolashak" program, knowledge of a foreign language at least B2 (confirmed by a valid international certificate).

Deputy Director of Institute for scientific work: the presence of higher and/or postgraduate education corresponding to the field of personnel training, the presence of an academic degree (candidate of science, doctor of science, doctor of philosophy (PhD)) / academic title (professor, associate professor (associate professor), associate professor) awarded by an authorized body / academic degree PhD, experience scientific and pedagogical work or work in senior positions in educational organizations or work in organizations in the field of professional activity (specialty) for at least 3 years, or work experience in production (in the specialty) for at least 10 years. Availability of scientific publications in republican scientific publications recommended by the authorized body, in international scientific publications and educational and methodological publications in the relevant field of training. Availability of professional certificates in the field of personnel training for the last 3 years (at least 72 hours per 1 course), experience in attracting the research projects funded by government agencies, local government agencies (LGA) and business entities, work experience and consulting on working with Scopus bibliometric databases, Web of Science and other electronic resources. Skills of working with office programs, analytical and reference

information preparation skills, developed interpersonal and communicative abilities, leadership and organizational qualities, strategic thinking.

Preferably: a diploma from a university in the TOP-500, a diploma obtained under “Bolashak” program, knowledge of a foreign language at least B2 (confirmed by a valid international certificate).

Deputy Director of Institute for work with students: availability of higher and/or postgraduate education corresponding to the field of personnel training (availability of an academic master's degree / PhD and /or academic degree (candidate of science, doctor of science, doctor of philosophy (PhD)) / academic title (professor, associate professor, docent assigned by the authorized body, the experience of scientific and pedagogical work in educational organizations or work in organizations in the field of professional activity (specialty) for at least 3 years, or work experience in production in the specialty for at least 10 years, the presence of professional certificates in the profile of personnel training for the last 3 years (at least 72 hours for 1 course). Skills of working with office programs, analytical and reference information preparation skills, developed interpersonal and communicative abilities, leadership and organizational qualities, strategic thinking.

Preferably: a diploma from a university in the TOP-500, a diploma obtained under “Bolashak” program, knowledge of a foreign language at least B2 (confirmed by a valid international certificate).

Head of Department / Head of the degree program: the presence of higher and / or postgraduate education corresponding to the educational and scientific profile of Department, the presence of an academic degree (candidate of science, doctor of science, doctor of philosophy (PhD)) / academic title (professor, associate professor, docent) awarded by the authorized body or an academic PhD degree. The experience of scientific and pedagogical work or work in the field of professional activity for at least 7 years, or work experience in production in the specialty - at least 10 years. Availability of professional certificates in the field of personnel training, management in education certificate for the last 3 years (at least 72 hours per 1 course). Skills of working with office programs, analytical and reference type information preparation skills, developed interpersonal and communicative abilities, leadership and organizational qualities, skills in elaborating the degree programs, projects, skills in attracting external, third-party resources to implement the tasks facing the department and various projects.

Preferably: The presence of at least 2 publications in scientific journals included in Journal Citation Report impact factor in Q1-Q2 or having a percentile of at least 50 according to CiteScore over the past 3 years; the presence of Hirsch index according to Scopus database or Web of Science over the past 5 years (excluding self-citation) at least 2, the presence of a diploma from a university in the TOP-500, as well as a diploma from a university obtained under “Bolashak” program,

knowledge of a foreign language at least B2 (confirmed by a valid international certificate).

Professor: in the field of natural and technical sciences: the presence of higher and/or postgraduate education corresponding to the field of personnel training, the presence of an academic degree (candidate of science, doctor of science, doctor of philosophy (PhD)) and the presence of the academic title of professor assigned by the authorized body. The presence of at least 5 years of experience in scientific and pedagogical activity and / or the presence of work experience in a specialty whose profile corresponds to the direction of training for at least 10 years. Availability of professional certificates in the field of personnel training for the last 3 years (at least 72 hours per 1 course), as well as certificates of advanced training in the field of IT competencies and online training methods in the field of personnel training for the last 3 (three) years in the amount of at least 72 (seventy-two) hours per the course of study;

in the field of art and computer science: the presence of higher and/or postgraduate education corresponding to the field of personnel training, the presence of an academic degree (candidate of science, doctor of science, doctor of philosophy (PhD)) / honorary title and (or) laureates of state awards in the field of art, architecture, physical culture and sports and the academic title of professor assigned by the authorized body. The presence of at least 5 years of experience in scientific and pedagogical activity and / or the presence of work experience in a specialty whose profile corresponds to the direction of training for at least 10 years. The presence of recognized achievements, creative and exhibition works. Availability of professional certificates in the field of personnel training for the last 3 years (at least 72 hours per 1 course), as well as for teachers with basic IT education - taking courses on the online learning methodology for the last 3 (three) years for at least 36 (thirty-six) hours per course of study.

Common requirements: The ability to use office and special programs, the ability to elaborate the degree programs, documents, participation in the work of dissertation councils, leadership of doctoral students, degree seekers who defended their dissertations in the Republic of Kazakhstan or abroad, the availability of published and recommended textbooks, manuals, monographs, patents, leadership of international and republican scientific, scientific and technical programs and grant financing projects.

Preferably: The presence of at least 3 publications corresponding to the direction of personnel training, in scientific publications included in the impact factor Journal Citation Report in Q1-Q2 or having a percentile of at least 50 according to CiteScore, the presence of Hirsch index according to Scopus database or Web of Science at least 2, a university diploma included in the TOP-500, a diploma obtained under “Bolashak” program, knowledge of a foreign language at least B2 (confirmed by a valid international certificate), the presence of an embedded scientific result under an agreement with foreign and/or republican organizations

over the past 5 years. For foreign professors who have publications in scientific journals included in the impact factor in Journal Citation Report in Q1 or who have a percentile of at least 75 according to CiteScore, there is no requirement for an academic title.

Research professor: the presence of higher and/or postgraduate education corresponding to the field of personnel training, the presence of an academic degree (candidate of science, doctor of science, doctor of philosophy (PhD)) and the presence of the academic title of professor assigned by the authorized body. The experience of scientific and pedagogical activity for at least 10 years, including at least three years of managing their own scientific project and experience in training scientific personnel with a CiteScore percentile index of at least 35 (thirty-five) and a Hirsch index of at least 3 for scientists of a natural-technical profile and at least 2 for scientists of a socio-humanitarian profile based on Scopus or Web of Science database (without self-citation), experience in active research, at least 3 scientific publications over the past 3 years in international peer-reviewed scientific journals Q1, Q2 and Q3 (or with a percentile of at least 35) indexed in Scopus and (or) Web of Science databases, experience in attracting the external, third-party resources for executing the scientific projects, the ability to develop documents and research projects, high communication, organizational, leadership skills, certificates of advanced training in accordance with the profile of the disciplines taught over the past 5 years.

Preferably: knowledge of a foreign language at a level not lower than C1 (confirmed by a valid international certificate).

Associate Professor (docent): in the field of natural and technical sciences: the presence of higher and/or postgraduate education corresponding to the field of personnel training, the presence of an academic degree (candidate of science, doctor of science, doctor of philosophy (PhD in profile)) and the academic title of associate professor (docent), awarded by the authorized body. The presence of at least 5 years of experience in scientific and pedagogical activity and / or the presence of work experience in a specialty whose profile corresponds to the direction of training for at least 10 years. Availability of professional certificates in the field of personnel training for the last 3 years (at least 72 hours per 1 course), as well as certificates of advanced training in the field of IT competencies and online training methods in the field of personnel training for the last 3 (three) years in the amount of at least 72 (seventy-two) hours per the course of study.

in the field of art and computer science: the presence of higher and/or postgraduate education corresponding to the field of personnel training, the presence of an academic degree (candidate of science, doctor of science, doctor of philosophy (PhD in profile)) in profile)) / honorary title and (or) laureates of the state award in the field of art, architecture, physical culture and sports and the academic title of associate professor (docent) awarded by the authorized body. The

presence of at least 5 years of experience in scientific and pedagogical activity and / or the presence of work experience in a specialty whose profile corresponds to the direction of training for at least 10 years. The presence of recognized achievements, creative and exhibition works. Availability of professional certificates in the field of personnel training for the last 3 years (at least 72 hours per 1 course), as well as for teachers with basic IT education - taking courses on the online learning methodology for the last 3 (three) years for at least 36 (thirty-six) hours per course of study.

Common requirements: Skills in working with office and special programs, skills in analyzing needs and elaborating the degree programs, textbooks, manuals, methodological recommendations, educational and scientific projects, taking into account the specifics of the degree program being implemented.

Preferably: the presence of at least 3 publications in scientific publications included in Journal Citation Report impact factor in Q1-Q3 or having a percentile of at least 35 according to CiteScore, the presence of a Hirsch index of at least 3 according to Scopus or Web of Science database, the presence of published and recommended textbooks, manuals, monographs, patents, management of international and republican scientific, scientific and technical programs and grant financing projects, availability of an implemented scientific result under an agreement with foreign and/or republican organizations over the past 5 years, university diploma, one of the TOP-500, a diploma obtained under “Bolashak” program, knowledge of a foreign language at a level not lower than B2 (confirmed by a valid international certificate).

Senior Lecturer- higher education (specialty, 5 years) and / or postgraduate education in the scientific and pedagogical direction corresponding to the direction of personnel training, experience of scientific and pedagogical work for at least 3 years as a teacher or experience of practical work in production (specialty) for at least 5 years. At presence of an academic degree of candidate of sciences, doctor of philosophy (PhD in profile) corresponding to the field of training, the experience of scientific and pedagogical activity is at least 1 year, or the experience of practical work in the specialty (profile of activity) is at least 5 years. Availability of professional certificates in the field of personnel training for the last 3 years (at least 72 hours per 1 course), as well as for teachers with basic IT education - taking courses on the online learning methodology for the last 3 (three) years for at least 36 (thirty-six) hours per course of study. Candidate must know the methods of searching, collecting, storing, processing, providing, distributing the information necessary for executing the research activities, have the skills to organize and conduct educational, educational and methodological work on the taught discipline or certain types of training sessions, develop work curricula, teaching aids, management of bachelor's final qualifying works, diploma theses the works / projects of specialists lecturing and conducting the exams.

Preferably: the presence of publications in scientific journals indexed in Scopus and (or) Web of Science databases (including co-authorship) in journals with a non-zero impact factor, the presence of cited in international databases, educational, scientific and methodological publications, monographs (at least one in 5 years, including the number of co-authored works), the presence of Hirsch index in Scopus or Web of Science database. Knowledge of a foreign language at least B2 level (confirmed by a valid international certificate).

Lecturer: the presence of higher and / or postgraduate education in the scientific and pedagogical direction corresponding to the direction of personnel training, the experience of scientific and pedagogical activity for at least 1 year, or the experience of practical work in the field of activity (specialty) for at least 2 years. Availability of professional certificates in the field of personnel training for the last 3 years (at least 72 hours per 1 course), as well as for teachers with basic IT education - taking courses on the online learning methodology for the last 3 (three) years for at least 36 (thirty-six) hours per course of study. Candidate must know the methods of searching, collecting, storing, processing, providing, distributing the information necessary for carrying out the research activities, have the skills to organize and conduct educational and methodological work on the types of classes and academic work.

Preferably: the presence of articles (at least 3, including co-authorship) in journals with a non-zero impact factor, the presence of cited in international databases, educational, scientific and methodological publications, monographs (at least one in 5 years, including those written in co-authorship), knowledge of a foreign language at a level not lower than B2 (confirmed by a valid international certificate).

Assistant: the presence of higher and / or postgraduate education in the scientific and pedagogical direction, corresponding to the direction of training, experience in the specialty of at least 2 years (for specialists). At the presence of an academic master's degree, there are no work experience requirements.

Preferably: The availability of professional certificates in the field of personnel training for the last 3 years (at least 72 hours per 1 course), as well as for teachers with basic IT education - taking courses on the methodology of online learning for the last 3 (three) years at least 36 (thirty-six) hours per course of study, knowledge of a foreign language at a level not lower than B2 (confirmed by a valid international certificate).

Head of the cycle: officers who are in military service, reserve officers (retired) who have a military service period of at least 10 years are appointed, in agreement with University head, who have higher military or higher military special education or, as an exception, who have higher education and are inclined to teaching, with the exception of those dismissed by for negative reasons.

Coach: higher (or postgraduate education), experience of scientific and pedagogical activity for at least 3 years or experience of practical work in the specialty (activity profile) for at least 5 years.

Analyst: higher (or postgraduate) education in the relevant field of personnel training, without presenting the work experience requirements.

Auditor: higher (or postgraduate) education in the relevant field of personnel training and additional special training, accounting work experience of at least 3 years or technical and professional, post-secondary (secondary specialized, secondary professional) education in the relevant specialty (qualification) and additional special training, accounting work experience of at least 5 years.

Librarian: higher (or postgraduate) education in the following areas: pedagogical sciences (in humanities, languages and literature) and/or arts and humanities (humanities, languages and literature) and/or social sciences, journalism and information, technical sciences (IT areas) without presenting the work experience requirements.

Business analyst: higher (or postgraduate) education (preferably in finance, economics, accounting) work experience of at least 3 years.

Brand manager: higher (or postgraduate) education in the relevant field of personnel training, special training in management / marketing and work experience of at least 3 years.

Lead engineer: higher (or postgraduate) education in the relevant field of personnel training and work experience in the specialty for at least 5 years.

Leading scientific employee (researcher): higher (or postgraduate) education in the relevant field of personnel training, an academic degree of doctor or candidate of sciences, the availability of scientific papers or copyright certificates for inventions, as well as large-scale projects and developments implemented in practice.

Leading specialist: higher (or postgraduate) education in the relevant field of personnel training and work experience in the specialty for at least 2 years.

Senior legal adviser: higher (or postgraduate) education in the relevant field of training and work experience as a legal adviser for at least 2 years.

Leading geophysicist (petro physicist): higher (or postgraduate) education in the relevant field of personnel training and work experience in the specialty for at least 2 years.

Layout designer: higher (or postgraduate) education in the relevant field of training without presenting the work experience requirements.

Videographer, video editor: technical and professional, post-secondary education in the relevant specialty or general secondary education, without presenting the work experience requirements.

Doctor: higher (or postgraduate) education in the relevant field of personnel training and work experience of at least 3 years.

Chief librarian: higher (or postgraduate) education in the following areas: pedagogical sciences (in humanities, languages and literature) and/or arts and humanities (humanities, languages and literature) and/or social sciences, journalism and information, technical sciences (IT areas) and work experience of at least 3 years old.

Chief mechanic: higher (or postgraduate) education in the relevant field of personnel training and work experience in the specialty in the relevant profile of the organization of the type of economic activity for at least 5 years.

Chief scientific employee (researcher): higher (or postgraduate) education in the relevant field of personnel training, an academic degree of Doctor of sciences, the presence of major scientific papers or diplomas for discoveries and Chief researcher: higher (or postgraduate) education in the relevant field of personnel training, an academic degree of Doctor of sciences, the presence of major scientific papers or diplomas for discoveries and copyright certificates for inventions, as well as practical results, scientific authority in the relevant field of knowledge.

Chief specialist: higher (or postgraduate) education in the relevant field of personnel training and work experience as a leading specialist for at least 3 years.

Chief power engineer: higher (or postgraduate) education in the relevant field of personnel training and work experience in the specialty in the relevant type of economic activity for at least 5 years.

Editor-in-chief: higher (or postgraduate) education in the relevant specialty and at least 5 years of work experience in the specialty.

Chief scientific secretary: higher (or postgraduate) education, academic degree, availability of scientific papers, experience in scientific and organizational work for at least 5 years; highly qualified specialists in the relevant field of knowledge who do not have an academic degree and have the specified work experience may be appointed to the position of scientific secretary for up to 3 years.

Chief scientific supervisor: higher (or postgraduate) education in the relevant field of personnel training, academic degree, availability of scientific papers or diplomas for discoveries and copyright certificates for inventions, as well as practical results, scientific authority in the relevant field of knowledge, work experience of at least 10 years.

General manager: higher (or postgraduate) education in the relevant field of personnel training and work experience of at least 5 years.

General legal counsel: higher (or postgraduate) education in the relevant field of personnel training and work experience as a leading legal adviser for at least 2 years.

Geologist (geophysicist) of Category 1: higher (or postgraduate) education in the relevant field of personnel training and work experience in the specialty for at least 2 years.

Geologist (geophysicist) of Category 2: higher (or postgraduate) education in the relevant field of personnel training without presenting work experience requirements.

Chief IT administrator: higher (or postgraduate) education and work experience of at least 3 years.

Chief IT specialist: higher (or postgraduate) education and work experience of at least 3 years.

Chief Web developer: higher (or postgraduate) education and work experience of at least 3 years.

Chief physician: higher (or postgraduate) education in the relevant field of personnel training, work experience of at least 5 years.

Chief geologist (Geophysicist): higher (or postgraduate) education in the relevant field of personnel training and work experience in the specialty for at least 5 years.

Chief engineer: higher (or postgraduate) education in the relevant field of personnel training, work experience of at least 5 years.

Chief development engineer: higher (or postgraduate) education in the relevant field of personnel training and work experience in the profile of at least 5 years.

Chief environmental engineer: higher (or postgraduate) education in the relevant field of personnel training and work experience of at least 5 years.

Chief scientific consultant: higher (or postgraduate) education in the relevant field of personnel training, academic degree, availability of scientific papers or diplomas for discoveries and copyright certificates for inventions, as well as practical results, work experience of at least 10 years.

Chief programmer: higher technical (or postgraduate) education in the relevant field of personnel training and at least 5 years of work experience in the specialty.

Chief videographer: higher (or postgraduate) education in the relevant field of personnel training and at least 5 years of work experience in the specialty.

Chief administrator: higher (or postgraduate) education in the relevant field of personnel training and work experience in the specialty for at least 5 years.

Chief expert: higher (or postgraduate) education in the relevant field of personnel training and work experience of at least 3 years.

Director of Digital Technologies and Professional Development Institute: higher (or postgraduate) education, work experience in senior positions in educational organizations or in the relevant field of training for at least 5 years, the ability to develop program documents, projects, degree programs, developed skills in commercialization and attracting external and internal resources to implement the tasks facing the institute, office software skills, developed leadership, analytical and communication skills, ability to create effective business relationships in the entrusted team, strategic thinking, the presence of a certificate (diploma) of completion of advanced training courses in educational management.

Preferably: knowledge of a foreign language at least B2 level (documented).

Vice-provost: higher and postgraduate education, work experience in senior positions in educational organizations or in senior positions in academic activities of the university for at least 5 years or within the framework of meritocracy and internal rules of the university, work experience in a senior position at the university for at least 5 years.

Director of the department (Department head): higher and postgraduate education, work experience in senior positions in educational institutions for at least 3 years, or in senior positions in academic activities of the university for at

least 3 years, or, within the framework of meritocracy, work experience in a senior position at the university for at least 1 year.

Director (Head) of the library: higher (or postgraduate) education in the following areas: pedagogical sciences (in humanities, languages and literature) and/or arts and humanities (humanities, languages and literature) and/or social sciences, journalism and information and/or engineering, processing and construction industries (architecture, construction, mechanical engineering) and work experience in the specialty in managerial positions in cultural organizations for at least 5 years.

Visual designer (programmer): higher (or postgraduate) education in the relevant field of training, work experience in creating and maintaining "the web" sites for at least 2 years.

Designer: higher (or postgraduate) education in the relevant field of personnel training without presenting the work experience requirements or technical and professional, post-secondary (secondary specialized, secondary professional) education in the relevant specialty (qualification) and work experience in the specialty of at least 3 years.

Journalist: higher (or postgraduate) education in the relevant field of personnel training and work experience in the specialty for at least 3 years.

Deputy director: higher (or postgraduate) education in the relevant field of personnel training and work experience in senior positions in organizations for at least 3 years.

Warehouse supervisor: technical and vocational, post-secondary (secondary specialized, secondary vocational) education in the relevant specialty (qualification) and work experience in accounting and control for at least 1 year or general secondary education and work experience in accounting and control for at least 3 years.

Deputy director of the library (Head of the library): higher (or postgraduate) education in the following areas: pedagogical sciences (in humanities, languages and literature) and/or arts and humanities (humanities, languages and literature) and/or social sciences, journalism and information and/or business, management and law (economics, law) and/or engineering, manufacturing and construction industries (architecture, construction, mechanical engineering) and work experience in the field of culture for at least 5 years or in managerial positions in cultural organizations for at least 3 years.

Deputy executive secretary: higher (or postgraduate) education and work experience of at least 1 year.

Head of the laboratory: higher (or postgraduate) education in the relevant field of personnel training and work experience in the specialty as a specialist for at least 5 years.

Head of the workshop: higher education without presentation of work experience requirements or technical and vocational education (specialized secondary, vocational secondary) with the qualification of a mid-level specialist if there is work experience in organizations corresponding to the profile of the educational organization for at least 3 years.

Head of the sector: higher (or postgraduate) education in the relevant field of personnel training or technical and vocational education and work experience of at least 5 years.

Deputy head of the laboratory: higher (or postgraduate) education in the relevant field of training and work experience of at least 3 years.

Deputy head: higher (or postgraduate) education in the relevant field of personnel training and work experience in senior positions in organizations for at least 3 years.

Head of the photo laboratory: technical and professional, post-secondary (secondary specialized, secondary vocational) education in the relevant specialty (qualification) and work experience in the specialty for at least 1 year or general secondary education and work experience in this field for at least 3 years.

Engineer: higher (or postgraduate) education in the relevant field of personnel training without presenting the work experience requirements or technical and professional, post-secondary (specialized secondary, vocational secondary) education in the relevant specialty (qualification) and work experience as a technician for at least 3 years.

Engineer-technologist: higher (or postgraduate) education in the relevant field of personnel training without presenting the work experience requirements or technical and professional, post-secondary (secondary specialized, secondary professional) education in the relevant specialty (qualification) and work experience as a technician of the first category for at least 3 years.

Software engineer: higher (or postgraduate) education in the relevant field of personnel training without presenting the work experience requirements or

technical and professional, post-secondary (specialized secondary, vocational secondary) education in the relevant specialty (qualification) and work experience in the position of a technician of the first category for at least 3 years.

Inspector (shift supervisor): higher or secondary education, work experience in security structures. The inspector has higher, specialized secondary or secondary education, work experience in security structures.

Superintendent: technical and vocational, post-secondary (secondary specialized, secondary vocational) education in the relevant specialty (qualifications) without presenting the work experience requirements or general secondary education and special training according to the established program without presenting the work experience requirements.

Corporate secretary: higher (or postgraduate) education in the relevant field of personnel training and special training in corporate governance, work experience in the specialty for at least 3 years, including as a manager for at least 1 year.

Proofreader: technical and vocational, post-secondary (specialized secondary, vocational secondary) education in the relevant specialty (qualifications) without presenting the work experience requirements.

Storekeeper: technical and vocational, post-secondary (secondary specialized, secondary vocational) education in the relevant specialty (qualifications) without presenting the work experience requirements.

Coordinator: higher (or postgraduate) education in the relevant field of personnel training, work experience of at least 3 years.

Copywriter: higher (or postgraduate) education in the relevant field of training, work experience of at least 3 years.

Curator of the center: higher education, academic degree and/or academic title, academic degree, work experience in senior positions in educational organizations or in the specialty for at least 5 years, regular professional development.

Content manager: higher (or postgraduate) education in the relevant field of personnel training and at least 2 years of work experience in the specialty.

Compliance officer: higher (or postgraduate) legal or economic education and at least 5 years of work experience (including the internal control, risk management, and legal support units).

Laboratory assistant: higher (or postgraduate) education in the relevant field of personnel training or technical and professional, post-secondary (secondary specialized, secondary vocational) education in the relevant specialty (qualification) without presenting the requirements for work experience or basic secondary education, special training and work experience in the specialty for at least 2 years.

Master: higher (or postgraduate) education in the relevant field of personnel training and at least 1 year of work experience in production or technical and vocational, post-secondary (secondary specialized, secondary vocational) education in the relevant specialty (qualification) and work experience in production for at least 3 years.

Manager: higher (or postgraduate) education in the relevant field of personnel training and work experience in the specialty for at least 2 years.

Project manager: higher (or postgraduate) education in the relevant field of personnel training and work experience of at least 1 year or technical and professional, post-secondary (secondary specialized, secondary vocational) education in the relevant specialty (qualification), work experience of at least 3 years, preferably a certificate of completion of appropriate courses or professional certification.

Junior scientific employee (researcher): higher (or postgraduate) education in the relevant field of personnel training and work experience in the specialty for at least 3 years, in case of holding an academic degree, completing a doctoral degree and completing an internship without presenting the work experience requirements, if there are recommendations from the councils of higher educational institutions (faculties), you are appointed to the position of a junior researcher in the order exceptions are graduates of higher educational institutions (master's degrees) who have gained work experience during their studies.

Methodologist: higher (or postgraduate) education in the following areas: pedagogical sciences (in humanities, languages and literature) and/or arts and humanities and/or social sciences, journalism and information and work experience in the specialty of at least 3 years.

Quality manager: higher (or postgraduate) education in the relevant field of personnel training without presenting the work experience requirements or technical and professional, post-secondary (secondary specialized, secondary professional) education in the relevant specialty (qualification) and work experience as a technician of the first category for at least 3 years.

Sales and procurement manager: higher (or postgraduate) education in the relevant field of personnel training, work experience in the specialty for at least 3 years.

Nurse: technical and professional (secondary specialized, secondary vocational) medical education in "Nursing" (or "Medical care"), "Obstetrics" specialty, post-secondary education in "Nursing" specialty (applied bachelor's degree).

Junior editor: technical and professional, post-secondary (secondary specialized, secondary vocational) education in the relevant specialty (qualifications) without presenting the work experience requirements.

Scientific employee (researcher): higher (or postgraduate) education in the relevant field of personnel training and work experience in the specialty for at least 5 years, the presence of copyright certificates for inventions or scientific papers, if there is an academic degree without presenting the work experience requirements.

Head of the department: higher (or postgraduate) education in the relevant field of personnel training and work experience in the specialty for at least 5 years.

Shop supervisor: higher (or postgraduate) education in the relevant field of personnel training and work experience in the specialty in specialist positions for at least 3 years or technical and professional, post-secondary (specialized secondary, vocational secondary) education in the relevant specialty (qualifications) and work experience in the specialty in specialist positions for at least 5 years.

Head of the dormitory: higher (or postgraduate) education, work experience in the specialty for at least 2 years.

Head of the division: higher (or postgraduate) education in the relevant field of personnel training and work experience in the specialty for at least 5 years.

Head of the study room: higher and (or) postgraduate education or technical education without presenting the work experience requirements.

Executive secretary: higher (or postgraduate) education and work experience of at least 3 years.

Operator: technical and professional, post-secondary education in the relevant specialty or general secondary education, without presenting the work experience requirements.

Office manager: higher (or postgraduate) education in the relevant field of training, additional training (courses, classes) in "Office Manager" field, administrative work experience and work experience in the specialty of at least 2 years.

An industry expert: higher (or postgraduate) education in the relevant field of personnel training and work experience of at least 2 years.

Patent specialist: higher (or postgraduate) technical and/or legal education, experience in scientific and organizational work or innovation activities for at least 3 years.

Assistant to the Rector (Board Chairman): higher (or postgraduate) education in the relevant field of personnel training and work experience in managerial positions for at least 3 years.

Programmer: higher (or postgraduate) education in the relevant field of personnel training, work experience of at least 2 years.

PR manager: higher (or postgraduate) education in the relevant field of personnel training, additional training in the field of public relations and mass media and work experience of at least 2 years.

Foreman: higher (or postgraduate) education in the relevant field of personnel training and work experience in construction as a specialist for at least 3 years or technical and professional, post-secondary (secondary specialized, secondary professional) education in the relevant specialty (qualification) and work experience in construction as a specialist for at least 5 years.

Translator: higher (or postgraduate) education in the relevant field of personnel training without presenting the work experience requirements.

Psychologist: higher (or postgraduate) education in the relevant field of personnel training without presenting the work experience requirements.

Tutor-assistant: higher pedagogical education and (or) technical and professional, post-secondary (pedagogical) education or a document confirming the pedagogical retraining without presenting the work experience requirements.

Speech therapist tutor: higher and (or) postgraduate pedagogical education in "Special pedagogy" field or a document confirming the pedagogical retraining, without presenting the work experience requirements.

Editor: higher (or postgraduate) education in the relevant field of personnel training without presenting the work experience requirements.

Developer: higher professional (technical or socio-economic) education, work experience in the profile of at least 3 years.

Referent: higher (or postgraduate) education in the relevant field of personnel training without presenting the work experience requirements.

Film director: higher (or postgraduate) education in the fields of art and humanities (directing) without presenting the work experience requirements.

Risk manager: higher (or postgraduate) education in the relevant field and at least 2 years of work experience in the specialty.

Head of Board's staff: higher (or postgraduate) education in the relevant field of personnel training and at least 5 years of experience in senior positions.

Specialist: higher (or postgraduate) education in the relevant field of personnel training without presenting the work experience requirements.

Specialist (archivist): technical and vocational, post-secondary (secondary specialized, secondary vocational) education in the relevant specialty (qualifications) without presenting the work experience requirements.

Senior scientific employee (researcher): higher (or postgraduate) education in the relevant field of personnel training and work experience in the relevant specialty for at least 10 years, the presence of scientific papers or copyright certificates for inventions, in case of academic degree availability - without presenting the work experience requirements.

Advisor to the Rector: higher (or postgraduate) education in the relevant field of personnel training and experience of scientific and pedagogical work or work in organizations in the field of professional activity corresponding to the activity of an educational institution, at least 10 years, in case of owning an academic title or academic degree, experience of scientific and pedagogical work or work in organizations in the field of professional activity corresponding to the activity of an educational institution institutions, at least 5 years old.

Public Relations specialist: higher (or postgraduate) education in the relevant field of personnel training without presenting the work experience requirements.

Statistician: technical and vocational, post-secondary (secondary specialized, secondary vocational) education in the relevant specialty (qualifications) without presenting the requirements for work experience or general secondary education and work experience in the specialty for at least 1 year.

Senior engineer: higher (or postgraduate) education in the relevant field of personnel training and work experience in the profile of at least 5 years.

Senior inspector for crime prevention: higher (or postgraduate) education, work experience in law enforcement or security agencies.

SEO specialist: higher (or postgraduate) education, specialized secondary education, without presenting the work experience requirements.

Technical director (Geology and Field Development): higher (or postgraduate) education in the relevant field of personnel training and work experience in the relevant specialty for at least 5 years.

Programmer technician: technical and professional, post-secondary (specialized secondary, vocational secondary) education in the relevant specialty (qualifications) without presenting the work experience requirements.

Technician: Secondary technical and vocational (secondary specialized, secondary vocational) education in the relevant specialty (qualifications) without presenting the work experience.

Managing director: higher (or postgraduate) education in the relevant field of personnel training and work experience in senior positions for at least 3 years.

Financial analyst: higher (or postgraduate) education in the relevant field of personnel training, additional training in the field of management or external audit and work experience in the specialty for at least 2 years.

Financial consultant: higher (or postgraduate) education in the relevant field of personnel training and work experience in the specialty for at least 3 years.

Photographer: higher (or postgraduate) education or (specialized secondary, vocational secondary) education without presenting the work experience requirements.

Art director: higher (or postgraduate) education in the following areas: pedagogical sciences (music education) and/or arts and humanities and/or social

sciences, journalism and information and/or services (tourism, cultural and leisure work), without presenting the work experience requirements.

Art editor (designer): higher (or postgraduate) education in the relevant field of personnel training without presenting the work experience requirements or technical and professional, post-secondary (secondary specialized, secondary vocational) education in the relevant specialty (qualification) and work experience in the specialty for at least 3 years.

Expert: higher (or postgraduate) education in the relevant field of personnel training, work experience of at least 2 years.

Legal adviser: higher (or postgraduate) education in the relevant field of personnel training or technical and professional, post-secondary (secondary specialized, secondary vocational) education in the relevant specialty (qualifications) without presenting the work experience requirements.

Registration sheet on changes

The sequence number of the change	Section, paragraph of the document	Type of change (replace, cancel, add)	Number and date of the notification	The change has been made	
				Date	Surname and initials, signature, position