

Accepted by

The scientific council of JASU

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Approved by

the Rector of JASU

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Regulations on the procedure for developing job descriptions at Jalal-Abad State University named after B. Osmonov

1. General Provisions

1.1. A job description is the primary organizational and legal document defining the duties, fundamental rights, obligations, and responsibilities of an official (employee) in the performance of their work activities in accordance with the position they hold.

1.2. A job description is developed based on the duties and functions assigned to a specific employee, in accordance with the staffing schedule, Internal Labor Regulations, and in compliance with the Constitution, Labor Code, and other regulatory and legal acts of the Kyrgyz Republic.

1.3. Job descriptions are developed to achieve the following goals:

- rational division of labor;
- improving the efficiency of managerial work;
- creating an organizational and legal basis for employee work activities;
- regulating employee-employee relationships;
- ensuring objectivity and validity in employee certification, incentives, and disciplinary action;
- organizing optimal training, preparation, and professional development for personnel;
- strengthening labor discipline within the organization;
- drafting employment contracts;
- resolving labor disputes.

1.4. Job descriptions are prepared for each full-time position and communicated to employees upon signing an employment contract, as well as upon transfer to another position and during temporary assignments.

1.5. Job descriptions are generally reviewed once every three years.

2. Requirements for the Structure and Content of a Job Description

2.1. A job description consists of the following sections:

I. General Provisions.

II. Job Duties.

III. Rights.

IV. Responsibilities.

2.2. The "General Provisions" section specifies:

- job title;
- requirements for the official's education and length of service (qualification requirements);
- direct subordination (to whom the official directly reports);
- the specialist's scope of work is established;
- the procedure for their appointment and dismissal from the position is established;
- a replacement for the position during absence is established;
- the legal acts and regulations that the specialist must adhere to in their work are listed.

2.3. The "Job Duties" section lists the primary functions of the official, as well as the duties assigned to the official, and specifies the form of his or her participation in the management process (manages, approves, ensures, prepares, reviews, implements, monitors, coordinates, represents, supervises, etc.).

2.4. The "Rights" section lists the rights granted to the specialist for the performance of the functions and duties assigned to them.

2.5. The "Responsibilities" section establishes the types of liability for the untimely and poor performance of job duties by the specialist and the failure to exercise the rights granted to them.

3. Procedure for the Development and Approval of the Job Description

3.1. The Job Description is developed by the management of the university and its structural divisions.

3.2. Once developed, the Job Description is adopted by the Academic Council.

4. Approval of the Job Description

4.1. The Rector approves the Job Description by issuing an order.

4.2. The order must include the effective date of the Job Description, instructions for employees to familiarize themselves with the Job Description, and other conditions.

5. Familiarization of Employees with the Job Description

5.1. Employees must be familiarized with the Job Description upon hiring, as well as when transferring to another position or temporarily reassigning. The familiarization is carried out by the head of the structural unit or an HR employee. After familiarization, the employee signs the Job Description with a familiarization visa indicating that they have read the instructions, the date, and their signature.

5.2. The requirements set forth in the Job Description are effective from the moment the employee is familiarized with it.

6. Amendments to the Job Description

6.1. Amendments to the Job Description are made in the following cases:

- when job rights and responsibilities change;

- when an employee is assigned additional work in a different or similar profession (position) in addition to their primary job responsibilities;
- during the reorganization of a legal entity;
- when the staffing schedule changes (staff reductions, introduction of a new position);
- when the organization's name changes (or other changes are made to the constituent documents) or structural subdivisions, etc.

7. Storage of Job Descriptions

7.1. Employee job descriptions are subject to permanent storage at B. Osmonov Jalal-Abad State University.