# Approved

**General Director**

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Job description

«Position»

1. **General**
   1. A person, meeting the following requirements, may be appointed to a position of «Position»:
      1. ;
      2. ;
      3. ;
      4. Etc.;
   2. «Position» shall be appointed to and dismissed from his position by the General Director. Company.
   3. In his work «Position» should be governed by the Laws of the Republic of Kazakhstan, Company policy, inter-company orders and instructions, the present Job description, and in-company procedures, approved in the established manner.
   4. «Position» should be aware of [be familiar with, know]:
      1. ;
      2. ;
      3. ;
      4. Etc.;
   5. «Position» is subordinate to «Position of his direct manager» (if necessary, also mention the person, to whom he subordinates in operational process).
   6. «Position» manages «List this Position's subordinates» (if necessary, also mention the persons, who subordinates to this position in operational process).
2. **Duties.**

«Position» shall:

* 1. Adhere to requirements of inter-company routine for \_\_\_\_\_\_\_ employees.
  2. Observe the rules of fire safety, nature protection, safety measures and personal hygiene;
  3. Report to his direct manager about all cases of injury to himself, or cases of injury to which he was a witness of;
  4. Be able to render first aid;
  5. Etc;

1. **Rights.**

«Position» shall have right:

* 1. ;
  2. ;
  3. ;
  4. Etc.;

1. **Responsibilities.**

«Position» is responsible for:

* 1. Breach of HSE rules, his job description and operational procedures and instructions.
  2. Failure to perform planned assignments, orders, instructions, inter-company rules.
  3. .
  4. .
  5. .
  6. Etc.

«Department manager» Name

«Direct manager» Name

Familiarized himself with this instruction:

«Position» Name