CAREER AND EMPLOYMENT CENTER



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E-mail: plof@kimep.kz,
www.kimep.kz/placem

ADMINISTRATION

Meruert Adaibekova, MBA
Candidate of Sciences, Director

Elmira Kabiyeva, MBA
Recruitment Coordinator

PURPOSE

CAREER and EMPLOYMENT CENTER is one of the leading National Executive Search and Selection Companies in Almaty. For professional employment requirements, the CAREER CENTER is able to market KIMEP students and graduates professional qualities to the broadest range of potential clients. We also offer a wide range of uniquely related personnel services.

KIMEP's placements are focused on young business professionals seeking opportunities with large multinational companies, international companies operating in Kazakhstan and new emerging and well-established national companies, institutions and organizations. For business professionals working in the Kazakhstan market, the KIMEP CAREER and EMPLOYMENT CENTER provides recruitment solutions for some of the fastest growing and most respected businesses, enabling us to offer excellent opportunities to highly skilled professionals.

Because the KIMEP CAREER and EMPLOYMENT CENTER has concentrated its efforts on assisting the respectable companies in the world to source the most successful and dynamic talent, we have attracted an important and regular corporate clientele seeking employees.

Having established standards in permanent recruitment, we are now offering the same levels of commitment, quality, service and integrity as other major international recruiting companies. Our electronic database ensures access to a broad range of personnel and employment opportunities.

Career and Employment Center provides KIMEP students, graduates and non-KIMEP job seekers with the career skills and employment services. We have a broad perspective on opportunities for students, non-KIMEP job seekers, and companies' employers.

The Center cooperates with other major recruitment agencies in Almaty and Western Kazakhstan. .

For KIMEP Students we offer:

- Job placement for students of undergraduate and graduate programs
- Career skills development
- Organization of Annual KIMEP Job Fair for familiarizing students with companies -future employers and for information on employment opportunities
- Organization of in-company projects
- Organization of guest lectures
- Internship program as a mutually beneficial integration of the educational system into the business community

For Job Seekers we offer:

- Company employment opportunities
- Training services on:
- Applying for a job
- Writing CVs and cover letters
- Interviewing techniques

For Companies Employers we offer:

- Job announcement compositions
- Candidate interviews
- Candidate pre-selection
- Organization of company presentations
- Annual KIMEP Job Fair

DEPARTMENT OF MARKETING AND PUBLIC RELATIONS



Office №404, Dostyk Building,
Phone: +7 (727) 270-42-21 (ext: 2032, 2033, 2174)
e-mail: marketing@kimep.kz

Mission

The mission of the Marketing and Public Relations Department is to provide a systematic exchange of information between KIMEP and its target audience, potential customers of educational services, business community, stakeholders, and any other interested parties.

Goals and objectives

- To communicate the KIMEP mission to the target audience using appropriate marketing tools thus building positive perceptions about KIMEP in the market place
- To develop and control entire external communication mix including advertising, personal selling, public relations, sales promotions, and direct marketing
- To collaborate with other departments and administrative units for marketing support, such as Corporate Development, Recruitment office, Career and Employment center, International office, office of Student Affairs
- To initiate and implement marketing and public relations activities to support the admission campaign promoting KIMEP as an institution of international standards
- To strengthen KIMEP brand name and its identity and communicate the brand value to the target audience
- To expand the market exposure through reaching out not only Kazakhstan but Central Asia and other CIS countries.

ADMINISTRATION

Ainagul Beissova, MBA
Director

Diana Sultanbekova, Diploma
Coordinator of External Events

Advertising and PR Officer (vacant)

Evilina Avechkina, Diploma
Designer

Yekaterina Andreyeva, Diploma
Assistant Designer

CORPORATE DEVELOPMENT DEPARTMENT



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ADMINISTRATION

Balzhan Suzhikova, Candidate of Sciences,
Fullbright and RSEP Scholar
Director

Raushan Kanayeva, MA
Deputy Director

Zhanna Alimbayeva, MA
Grants Manager

Adiya Alimkhodjayeva, MBA
Specialist

Irina Khvan, B.Sc.
Assistant

PURPOSE

The Corporate Development Department was established at KIMEP in 1998 in order to create and maintain long-term beneficial relationship with business community. The mission of the department is to develop and support an image of KIMEP as the leading institution and to make a contribution to its sustainable development by generating external resources, promoting mutually beneficial partnership relations between KIMEP and the corporate community, non-government organizations and government agencies in Kazakhstan, Central Asian region, NIS and worldwide.

Goal and objectives

The goal of the department is to promote KIMEP among businesses, foundations, organizations in Kazakhstan and all around the world, and invite them to cooperate with KIMEP as well as to offer them an opportunity to contribute to KIMEP development. The department seeks financial sponsorship and support from national and international donor organizations, companies. All connections established by the Corporate Development Department with business community, donor organizations strictly adhere to the principle of mutual benefit.

Activities

The department works to raise funds for KIMEP academic and institutional development. Through various activities and projects the department engages corporate community in the campus life.

The activities of Corporate Development Department include:

- Establishing partnership relations with business community, foundations in Kazakhstan, CIS and abroad
- Seeking for financial sponsorship and support from national and international donors
- Fundraising for scholarships and grants for KIMEP students
- Concluding trilateral agreements between companies/ organizations, students and KIMEP
- Providing business community with opportunities to advertise their businesses and find prospective interns/ employees in KIMEP
- Translating corporate needs into educational solutions
- Bringing companies to the campus