

Job description of the project manager for conducting institutional and specialized accreditation of additional education organizations

1. General provisions

1. This job description defines the job responsibilities, rights and responsibilities of the head of the institutional and specialized accreditation of additional education organizations of the Non-profit Institution "Independent Agency for Accreditation and Rating" (hereinafter - the project manager).

2. The Project Manager is appointed to the position and dismissed from his post by the order of the General Director of the Agency in accordance with the procedure established by the current labor legislation.

3. The Project Manager reports directly to the General Director of the Agency.

4. A person with a higher education and work experience in the field of education for at least 3 years, who speaks academic English and the basics of record keeping, is appointed to the position of project manager.

5. In its activities, the project manager is guided by:

1) legislative and other regulatory legal acts of the Republic of Kazakhstan, regulatory legal acts of the Ministry of Education and Science of the Republic of Kazakhstan;

2) administrative documents of the General Director;

3) internal labor regulations;

4) this job description.

6. The project manager should know:

1) legislative and other regulatory legal acts of the Republic of Kazakhstan regulating the field of education;

2) The framework of professional competencies of quality assurance ENQA (ENQA Quality Assurance Professional Competencies Framework);

3) Rules of accreditation of educational organizations;

4) Instructions on the organization and conduct of accreditation of educational organizations;

5) Procedure and requirements of the Republican Accreditation Council of the Ministry of Education and Science of the Republic of Kazakhstan;

6) Regulations on the Republican Accreditation Council of the Ministry of Education and Science of the Republic of Kazakhstan;

7) Regulations on the Agency's External Expert Commission;

8) Standards of institutional accreditation of organizations of additional and higher education;

9) Standards of specialized accreditation of organizations of additional and higher education;

10) ESG Standards and Recommendations;

11) Regulations on Expert Councils;

12) Regulation on the regulation of IAAR Expert Activity;

13) Guidelines for the organization and conduct of external expertise in the process of accreditation of educational organizations;

14) Guidelines for conducting a self-assessment of an educational organization;

15) The Charter of the Agency, orders and orders of the management regulating its activities and this job description.

7. The project manager must have the skills to work with computer programs Word, Excel, PowerPoint and the Internet.

8. Due to the production necessity, the project manager can go on business trips.

2. Professional competencies and skills

9. The project manager for the institutional and specialized accreditation of additional education organizations must have the following professional competencies:

1) Have a general idea of the national system of additional education, as well as understand the system of higher education in the country and abroad;

3) Be ready and able to develop knowledge and gradually take responsibility for more complex tasks;

4) Be able to process and interpret complex data and information from a variety of sources, extracting important information, formulate result-oriented recommendations and make decisions based on analysis;

5) Be able to work in a multilingual team environment.

6) Act as an "expert" in one or more areas of quality assurance, be able to work confidently in the quality assurance arena, contribute to activities as a project manager or team member;

7) Be able to communicate tactfully, using appropriate behavioral models and reasoning in case of conflict, be aware of the political sensitivity of the results of external evaluation;

6) Be able to encourage and create a respectful and professional work environment, informal feedback from colleagues, as well as create opportunities for mutual coaching among colleagues (peer coaching).

3. Job responsibilities

10. The project manager is obliged to:

1) plan and implement measures for institutional and specialized accreditation of educational organizations;

2) to monitor the timely and high-quality performance of the tasks assigned to it;

3) ensure timely execution of control documents, instructions of the Agency's

management and reports of the authorized body;

- 4) develop a project work schedule: visit to educational organizations by external expert commissions;
- 5) make schedules for seminars, reviewing reports;
- 6) participate in the development of the internal regulatory framework regarding the accreditation of educational organizations and educational programs;
- 7) participate in the development of standards for institutional and specialized accreditation;
- 8) develop methodological and reference materials in the field of quality assurance of national and foreign education;
- 9) organize training seminars in educational institutions on self-assessment and internal quality assessment;
- 10) to organize and conduct training seminars for experts on the external evaluation procedure within the framework of institutional and specialized accreditation;
- 11) coordinate the formation of the composition of external expert commissions;
- 12) review self-assessment reports of educational organizations;
- 13) request from the Agency's observers the necessary information on the organizations they coordinate;
- 14) to assist in the formation of a database of foreign and national experts on additional and higher education;
- 15) participate in the preparation of long-term and current IAAR activity plans;
- 16) participate in the work of the External Expert Commission (EEC) within the framework of institutional and specialized accreditation as an observer;
- 17) to form a complete package of documents for the visit of the External Expert Commission;
- 18) transfer the necessary materials to the database of accredited educational organizations;
- 19) prepare information on the accreditation of educational organizations/educational programs;
- 20) check and submit for approval to the Agency's management forms for obtaining statistical data from educational organizations;
- 21) to analyze the state and trends in the development of the system of additional and higher education of the Republic of Kazakhstan, as well as other countries in which the Agency conducts accreditation, based on the results of accreditation of educational organizations and educational programs;
- 22) prepare and regularly publish materials on the work of the VEC on the Agency's website;
- 23) comply with the Agency's Regulations, Safety and Labor Protection Rules, and the Rules of Service Ethics.
- 24) execute other orders of the Agency's management.

4. Rights

11. The project manager has the right to:

- 1) receive from the management all the information necessary for the performance of official duties (orders, orders) methodological, regulatory and other guidance materials;
- 2) take part in meetings;
- 3) get acquainted with the draft decisions of the Director General concerning the Agency's activities;
- 4) request information on behalf of the Director General in educational organizations, employers, public associations, etc.;
- 5) submit analytical reports and memos on issues related to his competence for consideration by the management;
- 6) take part in seminars, conferences, including international ones, on issues of ensuring the quality of education;
- 7) in agreement with the management to participate as an expert in the work of expert commissions of foreign accreditation agencies;
- 8) participate in working groups on quality assurance of education;
- 9) improve skills.

5. Responsibility

12. The project manager is responsible for:

- 1) non-fulfillment (improper fulfillment) of their official duties provided for by this job description, within the limits determined by the current labor legislation of the Republic of Kazakhstan;
- 2) untimely submission of documents to the management for consideration, ensuring their safety;
- 3) causing material damage – within the limits defined by the current labor and civil legislation of the Republic of Kazakhstan;
- 4) irrational and negligent use of material and technical resources assigned to him;
- 5) non-compliance with official ethics and labor discipline;
- 6) disclosure of confidential official information.