

Job description of the project manager for the accreditation of technical and vocational education organizations

1. General provisions

1. The head of the project on accreditation of organizations of technical and vocational education of the commercial institution "Independent agency of accreditation and rating" (hereinafter - the Agency) appointed to the position and dismissed from the occupation by order of the General Director of the Agency in accordance with the procedure established by the current labor legislation.

2. A person with an academic master's degree, at least 3 years of work experience in the field of education, who speaks the state and English languages, is appointed to the position of project manager.

3. A person with an academic master's degree, work experience in the field of education for at least 3 years, who speaks the state and English languages, is appointed to the position of project manager.

4. In his activity, the project manager for the accreditation of technical and vocational education organizations is guided by:

1) legislative and other regulatory legal acts of the Republic of Kazakhstan regulating the sphere of educational and scientific activity;

2) the state mandatory standard of education of the Republic of Kazakhstan;

3) regulations on the Agency's external expert commission;

4) standards of institutional accreditation of educational organizations;

5) standards of specialized accreditation of educational organizations;

6) the code of ethics of an external accreditation expert;

7) guidelines for the organization and conduct of external expertise in the process of accreditation of educational organizations;

8) guidelines for conducting a self-assessment of the organization of education;

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

10) Рамками профессиональных компетенций обеспечения качества ENQA (ENQA Quality Assurance Professional Competencies Framework);

5. The project manager for the accreditation of technical and vocational education organizations must have the skills to work with computer programs Word, Excel, PowerPoint and the Internet.

6. Due to the production necessity, the project manager for the accreditation of technical and vocational education organizations can go on business trips.

2. Professional competencies and skills

7. The project manager for the accreditation of technical and vocational education organizations must have the following professional competencies:

- 1) Have a general understanding of the national education system;
- 2) 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;
- 3) Have good developed interpersonal communication skills that provide high-quality results;
- 4) 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.

3. Job responsibilities

8. The project manager for the accreditation of technical and vocational education organizations is obliged to:

- 1) plan and implement measures for institutional and specialized accreditation of technical and vocational education organizations;
- 2) to monitor the timely and high-quality performance of assigned tasks;
- 3) ensure timely execution of control documents, instructions of the Agency's management;
- 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 organizations of technical and vocational education and educational programs;
- 7) participate in the development of standards for institutional and specialized accreditation (in the areas of training);
- 8) organize training seminars in educational institutions on self-assessment and internal quality assessment;
- 9) organize and conduct training seminars for experts on conducting external evaluation procedures within the framework of institutional and specialized accreditation of technical and vocational education organizations;
- 10) coordinate the formation of the composition of external expert commissions;
- 11) assist in the formation of a database of external experts;
- 12) participate in the preparation of strategic and current plans of the Agency's activities;
- 13) participate in the work of the External Expert Commission within the framework of institutional and specialized accreditation as an observer (organization and coordination of the visit of the External Expert Commission of the educational organization, preparation of a complete package of documents for the visit of the External Expert Commission);

14) participate in the work of an External Expert Commission within the framework of post-accreditation monitoring as an observer (organization and coordination of visits to an External Expert Commission of an educational organization, preparation of a package of documents);

15) transfer the necessary materials to the database of accredited educational organizations;

16) prepare information on the accreditation of technical and vocational education organizations/educational programs;

17) prepare and regularly publish materials on the work of the External Expert Commission on the Agency's website;

18) execute other orders of the Agency's management.

4. Rights

9. The project manager for the accreditation of technical and vocational education organizations has the right:

1) receive from the Agency's management all the information necessary for the performance of official duties (orders, orders) methodological, regulatory and other guidance materials;

2) take part in Agency meetings;

3) get acquainted with the draft decisions of the Director General concerning the Agency's activities;

4) on behalf of the Director General, request information from educational organizations, employers, public associations, etc.;

5) submit analytical reports and memos on issues related to its competence for consideration by the Agency's management;

6) take part in seminars, conferences, including international ones, on issues of ensuring the quality of education;

7) participate in working groups on quality assurance of education;

8) improve skills.

5. Responsibility

10. The project manager for the accreditation of technical and vocational education organizations 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) late submission of documents for management review, 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 it;

5) non-compliance with official ethics and labor discipline;

6) disclosure of confidential official information.