

Job description of the Adviser to the General Director

1. General provisions

1. This job description defines the duties, rights and responsibilities of the Adviser to the General Director (hereinafter referred to as the Adviser) Independent Agency for Accreditation and Rating (hereinafter - the Agency). The Adviser carries out activities aimed at achieving the effective work of the Agency. Advisor to the General Director - a position related to the category of managers.

2. The Adviser 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 Adviser reports directly to the General Director.

4. A person with a higher professional education, a doctorate degree, the title of professor, at least 10 years of experience in scientific and pedagogical activity and experience in senior positions in the field of education for at least 10 years is appointed to the position of Adviser.

5. In his work , the Adviser is guided by:

- 1) legislative and regulatory legal acts of the Republic of Kazakhstan and the Ministry of Education and Science of the Republic of Kazakhstan;
- 2) The Agency's Charter, administrative documents regulating the Agency's activities;
- 3) rules, regulations, orders of the general director;
- 4) the framework of professional competencies of quality assurance ENQA;
- 5) this job description.

2. Professional competencies and skills

6. The adviser must have the following professional competencies:

1) To know the legislative and regulatory legal acts of the Republic of Kazakhstan regulating the sphere of educational and scientific activity.

2) Deeply understand the national education system, the problems of the development of higher education in the international space.

3) Contribute to the development of the agency and enhance its image both nationally and internationally.

4) Actively be able to interact with authorized bodies, heads of educational organizations and the media.

5) Be able to carry out analytical work of the agency's activities and formulate relevant recommendations aimed at the result;

6) Be able to optimize and control the agency's activities, as well as make timely and informed decisions..

7) It is good to know the quality assurance system of education and European standards and guidelines for various types of accreditation and other methodological materials of the Agency.

8) Know the framework of professional competencies of ENQA quality assurance;

9) To carry out explanatory, disciplinary, informative work with employees and control over compliance by employees of the organization with the norms and rules of labor regulations, production process, discipline, labor protection, etc.

10) Perform the functions of a manager during his temporary absence or vacation.

11) Be able to create a professional microclimate in the team and feedback from colleagues, effectively involve others in project work to achieve results.

12) Apply well-developed interpersonal communication skills, the ability to work in a team, providing high-quality results.

13) Be able to correctly use tactful behaviors and Rules of Service Ethics of Agency employees.

14) Know the Agency's Occupational Safety and Health Regulations approved by the Agency's Director General.

3. Job responsibilities

7. In the course of work, the Adviser performs the following job responsibilities:

1) Participates in the development of measures and measures to improve the Agency's activities and increase the efficiency of the use of resources.

2) Analyzes the state and development trends of the Agency and suggests measures to improve and improve its activities, and sustainable efficiency growth.

3) Participates in the organization of timely conclusion of contracts for the accreditation of educational organizations and the rating of educational organizations, monitors the proper fulfillment of contractual conditions and obligations.

4) Supervises the work on the development of the Development Strategy, the Implementation Plan of the Agency's Development Strategy and the Communication Strategy.

5) Supervises the work on improving the internal quality assurance system, conducting internal audit and implementing corrective actions.

6) Participates in the development of regulatory documents and controls the preparation of documents and reports and the implementation of plans.

7) Coordinates and supervises the Agency's Ratings in Kazakhstan and abroad.

8) Supervises the work on the formation of annual analytical reports and materials, their monitoring and publication.

9) Participates in the work to improve the Agency's standards and guidelines, methodological materials, procedures and quality assurance tools in accordance with the requirements of the state, society and international recognition bodies.

10) Conducts work on the formation of the content of the scientific and information magazine of the Agency "Education. Quality Assurance" and controls its quarterly release.

11) Supervises the work on the development and implementation of professional development programs for the Agency's employees and experts.

12) Participates in the organization and holding of the annual Central Asian International Forum on Quality Assurance of Education, as well as in international

conferences, round tables, Forums, training seminars, webinars and other events held by the Agency in Kazakhstan, as well as foreign government agencies, agencies and educational organizations outside of it.

13) Participates in international projects and programs, coordinates their activities and implementation.

14) Promotes the authority and image of the Agency at the national and international levels, makes reports and presentations in government agencies, educational organizations in Kazakhstan and abroad.

15) He performs in the media and on television, gives interviews for national and foreign channels, publishes articles, prepares press releases for events and news publications of the Agency.

16) Interacts with the management of universities, TVE organizations, international schools and research institutes of the Republic of Kazakhstan and foreign countries to ensure the quality of educational organizations.

17) Represents the Agency in government agencies, institutions and other organizations on behalf of the General Director in Kazakhstan and abroad.

18) Carries out work to increase the recognition, image and authority of the Agency.

19) Performs other types of activities on behalf of the General Director.

20) Complies with the Agency's Regulations, Safety and Labor Protection Rules, and the Rules of Service Ethics.

4. Rights

8. The Adviser has the right to:

1) Participate in the development of regulatory documents of the Agency.

2) Participate in meetings and other events of the Agency.

3) Represent the interests of the Agency before the Ministry of Education and Science of the Republic of Kazakhstan and other state bodies, educational organizations in the Republic of Kazakhstan and abroad.

4) Request and receive in full from the project managers and Agency employees the necessary documents and information to perform the functions and duties assigned to him personally or on behalf of the Director General.

5) Request information from educational organizations, employers, public associations, etc. on behalf of the Director General.

6) Participate in seminars, webinars, conferences, forums in Kazakhstan and abroad.

7) Participate as a member of working groups in the state bodies of the Republic of Kazakhstan and the work of expert commissions of foreign accreditation agencies to discuss issues of quality of education and when conducting joint accreditations.

8) Participate in working groups of the Ministry of Education and Science of the Republic of Kazakhstan and other organizations on issues of ensuring the quality of education;

9) Give instructions and instructions to the Agency's employees on issues within its competence and/or its functional responsibilities.

10) Participate in the discussion and development of orders, instructions, instructions, contracts, reports and other internal and external documents.

11) Inform the General Director about all the shortcomings identified during his/her work, the measures taken and/or planned to be eliminated.

12) Represent the interests of the Agency in relations with third-party organizations, government agencies and individuals on issues within its competence.

13) To improve their skills, take seminars and courses.

5. Responsibility

9. The Adviser is responsible for:

1) non-fulfillment (improper fulfillment) of their official duties provided for by this job description, within the limits defined by the current labor legislation of the Republic of Kazakhstan;

2) causing material damage – within the limits defined by the current labor and civil legislation of the Republic of Kazakhstan;

3) non-compliance with official ethics;

4) disclosure of confidential official information.



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