

Job description of a Specialist in international projects and public relations

1. General provisions

1. A specialist in international projects and public relations of the Non-profit Institution "Independent Agency for Accreditation and Rating" (hereinafter - the Agency) is appointed and dismissed from his post by order of the General Director of the Agency in accordance with the procedure established by the current labor legislation.

2. The specialist in international projects and public relations reports directly to the General Director of the Agency.

3. A person with an academic master's degree, work experience in the education system for at least 3 (three) years, fluent in English is appointed to the position of a project specialist.

4. In his activities, the specialist in international projects and public relations is guided by:

1) Legislative and other regulatory legal acts of the Republic of Kazakhstan, foreign countries regulating the sphere of educational and scientific activity;

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

3) Standards and Guidelines on various types of accreditation and other methodological materials of the Agency;

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

5) Guidelines for the organization and conduct of external expertise in the process of accreditation of an educational organization.

6) The rules of service ethics of Agency employees;

7) Guidelines for conducting self-assessment of the organization of education;

5. A specialist in international projects and public relations should have the skills to work with computer programs Word, Excel, PowerPoint and the Internet.

6. Due to the need for production, a specialist in international projects and public relations can go on business trips.

2. Professional competencies and skills

7. A specialist in international projects and public relations should have the following professional competencies:

1) Have a general understanding of the national system of higher education, as well as understand the system of higher education in other countries;

- 2) Know the concept of the European Higher Education Area, understand the role of international standards and guidelines, as well as the role of international networks in ensuring the quality of education;
- 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.

3. Job responsibilities

8. A specialist in international projects and public relations is obliged to:

- 1) Plan and implement activities on the international activities of the Agency and public relations;
- 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 for International Activities and Public Relations;
- 4) Participate in the development of the work plan of the international project and prepare reports;
- 5) To carry out a set of organizational measures for the establishment and development of external relations and cooperation with national and foreign partners;
- 6) Participate in national and international events and projects, international seminars, conferences and workshops (trainings) aimed at developing and improving the Agency's activities, taking into account international trends in ensuring the quality of education;
- 7) To ensure prompt informing of the higher management, as well as heads of structural divisions of the Agency on all issues related to international activities and public relations;
- 8) To keep in touch, to correspond with foreign accreditation bodies and quality assurance networks;
- 9) Assist in the formation of a database of foreign external experts;
- 10) To promote the Agency's image on the national and international educational platform;
- 11) Participate in the development of methodological and reference materials in the field of quality assurance of national education;
- 12) Participate in the development of the regulatory legal framework for the accreditation of educational organizations and educational programs;
- 13) Participate in the preparation of strategic and annual plans of the Agency's activities;
- 14) 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 to the educational organization, preparation of a complete package of documents for the visit of the

external expert commission);

15) To analyze the state and trends in the development of the quality assurance system at the international and European levels;

16) Monitor the accreditation of educational organizations/educational programs in foreign agencies;

17) Execute other orders of the Agency's management.

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

4. Rights

9. A specialist in international projects and public relations has the right to:

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 General Director concerning the international activities of the Agency;

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

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

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. A specialist in international projects and public relations 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) late submission of documents for consideration by management, 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.