

Job description of the head of the information and analytical project

1. General provisions

1. This job description defines the job responsibilities, rights and responsibilities of the head of the information and analytical project Management institution "Independent Agency for Accreditation and Rating" (hereinafter the Agency).

2. The head of the information and analytical project 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 head of the information and analytical project reports directly to the General Director of the Agency.

4. A person with a PhD degree and at least 3 years of work experience, who speaks the state and English languages, is appointed to the position of the head of the information and analytical project.

5. In their activities, the managers of the information and analytical project are 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) 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) internal labor regulations;
- 7) this job description.

6. The head of the information and analytical project should know:

- 1) legislative and other legal acts of the Republic of Kazakhstan regulating the sphere of educational and scientific activity;
- 2) state mandatory standards of education of the Republic of Kazakhstan;
- 3) regulations on the Agency's Accreditation Board;
- 4) instructions on the organization and conduct of accreditation of educational organizations;

- 5) regulations on the Agency's external expert commission;
 - 6) standards of institutional/specialized accreditation of educational organizations;
 - 7) code of ethics of an external accreditation expert and members of the Agency's Accreditation Council;
 - 8) guidelines for the organization and conduct of external expertise in the process of accreditation of educational organizations of the Agency;
 - 9) guidelines for conducting a self-assessment of the organization of education and the Agency's educational program;
 - 10) legal acts, regulations, instructions, other guidance materials and documents on the Agency's record keeping;
 - 11) internal labor regulations;
 - 12) The Charter of the Agency, orders and orders of the management regulating its activities and this job description.
7. Due to the production necessity, the project manager can go on business trips.

2. Professional competencies and skills

8. The head of the information and analytical project must have the following professional competencies and skills:
- 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 take responsibility for performing various tasks;
 - 4) Be able to collect and process statistical data and interpret materials and information from a variety of sources, extracting important information;
 - 5) Be able to formulate recommendations based on analysis and monitoring aimed at improving the Agency's activities and modernizing the quality assurance system;
 - 6) Be able to compile analytical reports and reports, have the skills to prepare and conduct presentations;
 - 7) Have the skills to work with computer programs Word, Excel, PowerPoint and other standard office programs;
 - 8) Have well-developed interpersonal communication skills that ensure high-quality results.

3. Job responsibilities

9. The head of the information and analytical project is obliged to:
- 1) plan and implement measures for the information and analytical activities of the Agency;
 - 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;
- 4) participate in the organization and conduct of quality assessment seminars;
- 5) participate in the organization and conduct of the work of the Accreditation Council;
- 6) interact with Agency experts;
- 7) prepare information about the accreditation of educational organizations/educational programs;
- 8) coordinate the organization and consultation of the members of the expert group on the methodology of the survey.
- 9) organize the process of processing statistical data from educational organizations, feedback from employers and experts;
- 10) interact on behalf of the General Director with other structural divisions of the Agency;
- 11) to ensure the publication of the journal and analytical printed and electronic publications;
- 12) provide information for the Agency's website for thematic analysis, electronic version of journals;
- 13) provide information support for events with the Agency's participation in electronic and printed publications;
- 14) to promote the Agency's image in the international educational arena;
- 15) to develop, collect and analyze surveys of experts, educational organizations, students and employees;
- 16) generate analytical references based on the results of the analysis;
- 17) participate in the implementation of international projects;
- 18) execute other orders of the Agency's General Director;
- 19) comply with the Agency's Regulations, Safety and Labor Protection Rules, and the Rules of Service Ethics.

4. Rights

10. The head of the information and analytical project has the right:

- 1) to receive from the General Director of the Agency 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 Agency's activities;
- 4) request information on behalf of the General Director from Agency employees, 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 your skills.

5. Responsibility

11. The head of the information and analytical project 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.

