

Job description of the Head of the Legal Department

1. General provisions

1. The Head of the Legal Department of the Non-profit Institution "Independent Accreditation and Rating Agency" (hereinafter the Agency) is hired and dismissed by the order of the General Director of the Agency.

2. A person with a higher education and at least 3 (three) years of experience in senior positions is appointed to the position of head of the legal department.

3. The head of the Legal Department reports directly to the General Director and the founder of the Agency.

In its activities, the Head of the Legal Department is guided by:

- legal documents related to the statutory objectives of the Agency;
- The Charter of the Agency;
- decisions of the Founder of the Agency;
- orders and orders of the General Director;
- this job description.

4. The head of the Legal Department should know the legal acts of the Republic of Kazakhstan, international treaties in the field of education ratified by the Republic of Kazakhstan, foreign regulatory legal acts where the Agency operates.

2. Professional competencies and skills

5. The head of the legal department must have the following professional competencies:

to know:

1) legislative and other regulatory legal acts of the Republic of Kazakhstan regulating the sphere of educational and scientific activity; deeply understand the national system of higher education and the main trends in the development of higher education systems in the world;

2) The Charter, regulations, orders and orders of the management regulating the activities of the Agency;

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

4) national quality assurance system and European standards and guidelines;

5) ENQA Professional Competence framework for Quality assurance;

6) The rules of service Ethics of Agency employees approved by the General

Director;

7) Occupational Safety and Health regulations approved by the Director General of the Agency;

be able to:

- 1) develop and analyze Constituent documents;
- 2) prepare documents for participation in public procurement, tenders, countries where the Agency operates;
- 2) develop creative and innovative programs, projects and events;
- 3) actively work at the national and international level in the field of quality assurance education system, perform the functions of an "Expert" in one or more areas of quality assurance;
- 4) anticipate potential problems and opportunities through a detailed understanding of the internal and external environment (including at the national and international levels);
- 5) effectively involve others in project work to achieve results;
- 6) apply well-developed interpersonal communication skills that ensure high-quality results;
- 7) create a microclimate in the team and a respectful, professional working environment.

3. Job responsibilities

6. In the course of work, the Head of the Legal Department of the Agency performs the following duties:

- 1) develops Constituent documents;
- 2) provides legal advice regarding the Agency's activities;
- 3) prepares documents for participation in public procurement, tenders, countries where the Agency operates;
- 4) prepares commercial proposals for accreditation for the Agency's management;
- 5) develops draft contracts;
- 6) prepares a justification for the costs of providing services provided for by the Statutory Objectives;
- 7) participates in internal audits on legal issues;
- 8) coordinates the work on the preparation and signing of contracts;
- 9) coordinates the work on corrective and preventive actions according to the Guidelines of the Agency's internal quality assurance system, in terms of the legal direction;
- 10) coordinates the work on legal issues of providing competent personnel;
- 11) coordinates work on legal issues of planning improvements to the Agency's activities;
- 12) provides written and oral advice to Agency employees on various legal issues, provides legal assistance in drafting legal documents;

13) conducts an analysis of the internal quality assurance system on legal issues.

4. Rights

7. The head of the legal department has the right to:

- 1) act on behalf of the Agency by proxy;
- 2) represent the interests of the Agency in relations with citizens, legal entities, public authorities and management bodies by proxy and by order of the Founder or General Director.

5. Responsibility

8. The head of the Legal Department 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;
- 2) offenses committed in the course of their activities - within the limits defined by the current administrative, criminal and civil legislation;
- 3) causing material damage - within the limits defined by the current labor, criminal and civil legislation;
- 4) disclosure of confidential official information.