

**Job description
Strategic Development Advisor**

1. General provisions

1. This job description defines the job responsibilities, rights and responsibilities of the Strategic Development Advisor (hereinafter the Advisor) Independent Agency for Accreditation and Rating (hereinafter - the Agency).

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, at least 10 years of experience in scientific and pedagogical activity and experience in managerial positions for at least 3 years is appointed to the position of Adviser.

5. In its activities , the Adviser is 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) administrative documents of the General Director of the Agency;

3) internal labor regulations;

4) The framework of professional competencies of quality assurance ENQA

5) this job description.

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2. Professional competencies

6. The Strategic Development Advisor 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) Regulations on the Accreditation Council of the Independent Accreditation and Rating Agency;

3) The Charter, Regulations, orders and orders of the management governing the activities of the Agency;

- 4) Standards and Guidelines for various types of accreditation, other methodological materials of the Agency;
- 5) National quality assurance system and European standards and guidelines;
- 6) ENQA Professional Competence framework for Quality assurance;
- 7) The rules of service Ethics of Agency employees approved by the General Director;
- 8) Occupational Safety and Health regulations approved by the General Director of the Agency;

be able to

- 1) develop evaluation procedures in accordance with European standards and recommendations; formulate relevant recommendations focused on results;
- 2) develop creative and innovative programs, projects and events;
- 3) work confidently at the national and international level of quality assurance, 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 provide high-quality results.
- 7) encourage and create a respectful and professional work environment.

3. Job responsibilities

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

- 1) coordinates the work on the development of documents and improvement of the internal quality assurance system, internal audit; preparation of the final report on the results of internal audit, development of corrective actions and risk management;
- 2) coordinates the work on the development of the Agency's Development Strategy and annual activity plans;
- 3) monitors the implementation of the Agency's annual plans, employee plans and Development Strategy;
- 4) coordinates the work of employees and monitors the quality content of the Agency's website;
- 5) participates in the development and improvement of the Agency's standards and methodological materials, procedures and quality assurance tools in accordance with the requirements of the state, society and international recognition bodies;
- 6) conducts training seminars for educational organizations on various types of accreditation;
- 7) conducts presentations and seminars for universities on writing a self-assessment report;
- 8) conducts training of national and international experts;

- 9) participates in the development and implementation of professional development programs for Agency employees and experts;
- 10) participates in the preparation of reports on the activities of the Agency;
- 11) participates in the organization and holding of conferences, round tables, forums and other events held by the Agency in Kazakhstan and abroad; participates in the discussion of quality assurance issues at the national and international levels;
- 12) participates in encouraging and creating a respectful and professional work environment; as well as creating opportunities for mutual coaching among colleagues;
- 13) promotes the growth of the prestige and authority of the Agency at the national and international levels;
- 14) works on personal and professional development;
- 15) submits proposals to the General Director on improving the activities of the NAAR;
- 16) on behalf of the General Director, represents the Agency at the national and international levels;
- 17) performs other types of activities on behalf of the General Director;
- 18) complies with the Agency's Regulations, Safety and Labor Protection Rules, and the Rules of Official Ethics.

3. Rights

8. The Adviser has the right to:

- 1) to receive from the Agency's management all the information necessary for the performance of official duties (orders, orders), methodological, regulatory and other materials, as well as the necessary technical means (computer equipment, communications, etc.);
- 2) take part in meetings and other events of the Agency;
- 3) request and receive, in accordance with the established procedure and in full from the Agency's project managers, the necessary information to fulfill the duties assigned to him on issues within the competence of the Adviser;
- 4) on behalf of the General Director, request information from educational organizations, employers, public associations, etc.;
- 5) take part in seminars, conferences, forums, including international ones, on issues of ensuring the quality of education;
- 6) to participate, by agreement, as an expert in the work of expert commissions of foreign accreditation agencies and in conducting joint accreditations;
- 7) for professional development.

4. 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 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.

