

**Job description  
of the project manager on the formation of external expert commissions**

**1. General provisions**

1. The head of the project on the formation of external expert commissions of the Non-profit Institution "Independent Agency for Accreditation and Rating" is appointed to the position and relieved of his duties by order of the General Director of the Agency in accordance with the procedure established by the current labor legislation.

2. The project manager for the formation of external expert commissions reports directly to the Director General of the Agency.

3. A person with a higher education, at least 5 years of work experience in the field of education and an academic degree is appointed to the position of project manager.

4. In his activities, the head of the formation of external expert commissions is guided by:

1) Legislative and other regulatory legal acts of the Republic of Kazakhstan 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) State mandatory standards of education of the Republic of Kazakhstan;

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

5) Regulations on the Agency's External Expert Commission;

6) The rules of service ethics of Agency employees;

7) Guidelines for the organization and conduct of external evaluation in the process of accreditation of educational organizations;

8) Guidelines for self-assessment of educational organizations;

9) Methodological bases for ranking educational programs and educational organizations;

10) The framework of professional competencies of quality assurance ENQA

5. The project manager for the formation of external expert commissions must be proficient in computer programs Word, Excel, PowerPoint and the Internet.

6. Due to the production necessity, the project manager for the formation of external expert commissions can go on business trips.

## **2. Professional competencies and skills**

7. The head of the formation of external expert commissions must have the following professional competencies:

- 1) Understand the national higher education system, as well as the challenges facing the sector;
- 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 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;
- 4) Act as an "expert" in one or more areas of quality assurance, be able to work confidently at the international level of quality assurance, contribute to the Agency's activities as a project manager or team member;
- 5) Be able to communicate tactfully, using appropriate behaviors and reasoning in case of conflict to form an international pool of experts;
- 6) Be able to work in a multilingual team environment.

## **3. Job responsibilities**

8. The project manager for the formation of external expert commissions is obliged to:

- 1) plan and implement measures for institutional and specialized accreditation of organizations of higher and postgraduate education;
- 2) carry out work with the University of accreditation;
- 3) to monitor the timely and high-quality performance of the tasks assigned to it;
- 4) ensure timely execution of control documents, instructions of the Agency's management;
- 5) develop a project work schedule: a visit to educational organizations by external expert commissions;
- 6) make schedules for seminars, reviewing reports;
- 7) participate in the development of the internal regulatory framework regarding the accreditation of organizations of higher and postgraduate education and educational programs;
- 8) participate in the development of standards for institutional and specialized accreditation (in the areas of training);
- 9) develop methodological and reference materials in the field of quality assurance of national education;
- 10) organize training seminars in educational institutions on self-assessment and internal quality assessment;
- 11) organize and conduct training seminars for experts on conducting external evaluation procedures within the framework of institutional and specialized accreditation of organizations of higher and postgraduate education;

- 12) coordinate the formation of the composition of external expert commissions;
- 13) review reports on self-assessment of organizations of higher and postgraduate education;
- 14) request from the Agency's observers the necessary information on the universities they coordinate;
- 15) create databases of external experts, make all changes related to the activities of experts;
- 16) assist observers in the formation of external expert commissions;
- 17) participate in the preparation of long-term and current plans of the Agency's activities;
- 18) participate in the work of an External Expert Commission within the framework of institutional and specialized accreditation as an observer (organization and coordination of the visit of an External Expert Commission to an educational organization, preparation of a complete package of documents for the visit of an External Expert Commission);
- 19) transfer the necessary materials to the database of accredited educational organizations;
- 20) prepare information on the accreditation of organizations of higher and postgraduate education/educational programs;
- 21) check and submit for approval to the Agency's management forms for obtaining statistical data from educational organizations;
- 22) to analyze the state and trends in the development of the system of higher and postgraduate education of the Republic of Kazakhstan based on the results of accreditation of educational organizations and educational programs;
- 23) prepare and regularly publish materials on the work of the External Expert Commission on the Agency's website;
- 24) execute other orders of the Agency's management.

#### **4. Rights**

9. The project manager for the formation of external expert commissions has the right:

- 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 Agency's activities;
- 4) on behalf of the General Director, request information from educational organizations, employers, public associations, etc.;
- 5) submit analytical reports and memos on problems 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) in agreement with the Agency's management to participate as an expert in the

work of expert commissions of foreign accreditation agencies;

8) participate in working groups on quality assurance of education;

9) improve your skills.

## **5. Responsibility**

10. The project manager for the formation of external expert commissions 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 it;

5) non-compliance with official ethics and labor discipline;

6) disclosure of confidential official information.

