

**«Approved»**  
**by the General Director**  
**NPO «Independent Agency for**  
**Accreditation and Rating»**  
(Order No. 186-24-OD  
dated December 30, 2024)

**Job Description**  
**Advisor for International Cooperation**

**1. General Provisions**

1. This Job Description defines the duties, rights, and responsibilities of the Advisor for International Cooperation of the Independent Agency for Accreditation and Rating (hereinafter - “Agency”). The Advisor for International Cooperation performs activities aimed at ensuring the effective functioning of the Agency. The position of Advisor for International Cooperation belongs to the category of senior management positions.

2. The Advisor on International Cooperation shall be appointed to and dismissed from the position by the Order of the General Director of the Agency in accordance with the applicable labour legislation.

3. The Advisor for International Cooperation reports directly to the General Director of the Agency.

4. The position of Advisor for International Cooperation shall be held by a person possessing a PhD degree, with at least 10 (ten) years of experience in the education system, and fluent in English.

5. In their activities, the Advisor on International Cooperation shall be guided by:

1) Legislative and other regulatory legal acts of the Republic of Kazakhstan and foreign countries governing educational and scientific activities

2) The Charter of the Agency, orders and instructions of the management regulating their activities, and this Job Description.

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

4) ENQA Quality Assurance Professional Competencies Framework.

5) The Guidelines for organizing and conducting external expert evaluation in the accreditation process of educational organisation.

6) The Code of Professional Ethics of the Agency’s employees.

7) Guidelines for conducting self-assessment of educational organisations.

6. Due to operational needs, the Advisor for International Cooperation may be required to undertake business trips.

**2. Professional Competencies and Skills**

7. The Advisor for International Cooperation shall possess the following professional competencies:

1) A deep understanding of the national higher education system, as well as the challenges faced by the Agency both nationally and internationally, and the global nature of higher education.

2) The ability to act as an “expert” in one or more areas of quality assurance, to work

confidently in the international quality assurance area, and to contribute from an international perspective as a team member.

3) The ability to interpret a wide range of data, understand statistical parameters, and possess comprehensive knowledge of information security and data protection rules, demonstrating best practices in data processing and storage;

4) The ability to anticipate potential problems and opportunities based on a thorough understanding of internal and external environments, as well as national and international contexts, to formulate relevant, results-oriented recommendations, and to make timely, accurate, and well-founded decisions based on analysis.

5) The ability to communicate tactfully, applying appropriate behavioral and reasoning models in conflict situations, and to recognize the political sensitivity of external evaluation outcomes.

6) The ability to foster a respectful and professional working environment, encourage informal feedback among colleagues, and create opportunities for peer coaching;

7) The ability to work effectively in a multilingual team environment.

### **3. Job Responsibilities**

8. In the course of work, the Advisor for International Cooperation of the Agency shall perform the following duties:

1) Oversee the development and implementation of measures and activities related to the Agency's international operations, carry out a range of organisational activities to establish and develop external relations and cooperation with foreign partners.

2) Ensure the Agency's participation in international events and support the development of IAAR activities in line with global trends in quality assurance in education.

3) Participate in the development of work plans for international projects and in the preparation of Agency reports.

4) Perform representative functions when interacting with the mass media, governmental bodies, and foreign organisations.

5) Ensure timely reporting to senior management and heads of structural divisions of the Agency on all matters related to international activities.

6) Participate in international projects and programs, seminars, conferences, and workshops, coordinate their implementation, disseminate collected information among colleagues, participate in training events for ENQA specialists, and act as an expert in ENQA reviews and audits of other networks and agencies.

7) Participate in the development of a database of foreign external experts.

8) Participate in the development of the regulatory framework governing accreditation of educational institutions and academic programmes.

9) Establish and maintain relations with foreign accreditation bodies and quality assurance networks.

10) Contribute to enhancing the Agency's image at the national and international levels.

11) Participate in working groups for the development of methodological and reference materials, as well as evaluation procedures in the field of quality assurance in education, in accordance with European Standards and Guidelines.

12) Participate in the preparation of strategic and annual plans of the Agency.

13) Participate in the work of external expert panels within institutional and specialised accreditation as a coordinator (including organising and coordinating site visits

and preparing the full set of documents required for the visit).

14) Conduct training seminars for national and international reviewers/experts and audit secretaries/coordinators with the participation of national and international lecturers.

15) Conduct preliminary review of self-assessment reports of educational organisations and/or education programmes.

16) Analyse the status and trends in the development of quality assurance systems at the international and European levels, and disseminate information on changes and developments in the international context, including the development of European standards and guidelines.

17) Monitor accreditation activities of educational institutions/programmes in foreign agencies.

18) Perform other duties as assigned by the General Director.

19) Comply with the Agency's internal regulations, occupational health and safety rules, and the Code of Professional Ethics.

#### **4. Rights**

9. The Advisor for International Cooperation shall have the right to:

1) Participate in the development of the Agency's regulatory documents.

2) Participate in meetings and other Agency events.

3) Represent the interests of the Agency before state authorities, educational organisations in the Republic of Kazakhstan and abroad.

4) Upon instruction of the General Director, request and obtain full information from project managers of the Agency, employees of educational institutions, employers, public associations, etc.

5) Issue instructions and assignments to Agency staff within the scope of their competence and/or functional responsibilities.

6) Participate in seminars and conferences, including international ones, on issues of quality assurance in education.

7) With the approval of the Agency's management, participate as an expert in the work of expert panels of foreign accreditation and ranking agencies.

8) Participate in working groups on quality assurance issues, including discussions and development of orders, instructions, guidelines, agreements, reports, and other internal and external documents.

9) Inform the General Director about the progress of international projects of the Agency, as well as implemented and/or planned measures for the development of international cooperation in quality assurance.

10) Undertake professional development, including language training and specialised stress management training.

#### **5. Responsibility**

10. The Advisor for International Cooperation shall be responsible for:

1) Failure to perform or improper performance of their duties as defined in this Job Description, within the limits established by the labor legislation of the Republic of Kazakhstan;

2) Causing material damage, within the limits established by the labor and civil legislation of the Republic of Kazakhstan;

- 3) Non-compliance with professional ethics and job discipline;
- 4) Disclosure of confidential official information.

**Acknowledged by:** \_\_\_\_\_