

Approved
by the order of the
General Director
of Independent Agency for
Accreditation and Rating
No. 2/1-20-OD dated 13.01.2020

Job description of the Strategic Development Adviser

1. General provisions

1. This job description defines the job duties, rights, and responsibilities of the Strategic Development Adviser of the Independent Agency for Accreditation and Rating (hereinafter referred to as the Agency).

2. The Strategic Development Adviser is appointed and dismissed by order of the Agency's General Director in accordance with the procedure established by the current labor legislation.

3. The Strategic Development Adviser reports directly to the general Director.

4. A person who has a Ph.D. degree, at least 10 years of experience in the scientific and pedagogical activity and at least 5 years of experience in the field of education in leadership positions is appointed to the position of Strategic Development Adviser.

5. In his activity, the Strategic Development Adviser is guided by:

1) legislative and other regulatory legal acts of the Republic of Kazakhstan, the Ministry of Education and Science of the Republic of Kazakhstan;

2) administrative documents of The Agency's General Director;

3) rules of internal labor regulations;

4) this job description.

6. The Adviser should know:

1) legislative and other normative legal acts of the Republic of Kazakhstan, the Ministry of Education and Science of the Republic of Kazakhstan regulating the sphere of educational and scientific activities;

2) Regulations on the accreditation Council of the Independent Agency for Accreditation and rating;

3) The Charter, Regulations, orders and orders of the management that regulate the Agency's activities;

4) Standards and Guides for various types of accreditation, other methodological materials of the Agency;

5) Rules of professional ethics of Agency employees approved by the General Director;

6) Safety and labor protection rules approved by the Agency's General Director.

2. Job duties

In the course of work, the Strategic Development Adviser performs the following duties:

- 1) coordinates the document development and improvement of the internal quality assurance system, internal audit; preparation of the final report of the internal audit results, development of a corrective action plan and risk management;
- 2) coordinates the development of the Agency's development strategy, Strategy implementation plan, and annual activity plans;
- 3) monitors the implementation of the Agency's annual plans and development Strategy;
- 4) coordinates the work of employees and monitors the content of the Agency's website;
- 5) participates in the development and improvement of standards and methodological materials of the Agency, procedures and tools for quality assurance 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) participates in the development and implementation of professional development programs for Agency employees and experts;
- 8) participates in the preparation of reports on the Agency's activities;
- 9) participates in the organization and holding of conferences, round tables, forums and other events held by the Agency in Kazakhstan and abroad;
- 10) contributes to the growth of the Agency's prestige and authority at the national and international levels;
- 11) submit proposals to the Director General on improving the Agency's activities;
- 12) on behalf of the Director General, represents the Agency in state bodies, institutions and other organizations;
- 13) performs other types of activities on behalf of the General Director;
- 14) complies with the Agency's regulations, safety and labor protection rules, and service ethics rules.

3. Rights

The Strategic Development Adviser has the right to:

- 1) receive from the General Director of the Agency all information (orders, orders), methodological, regulatory and other materials, as well as necessary technical means (computer equipment, communications equipment, etc.) necessary for the performance of his job duties.);
- 2) participate in meetings and other Agency events;
- 3) request and receive, in the prescribed manner and in full, from the Agency's project managers the necessary information to fulfill the duties assigned to him on issues within the Adviser`s competence;

4) on behalf of the General Director, request information from educational organizations, employers, public associations, etc.;

5) participate in seminars and conferences, including international ones, on the issues of ensuring the quality of education;

6) participate, as agreed, as an expert in the work of expert commissions of foreign accreditation agencies and in carrying out joint accreditations;

7) improve his qualifications.

4. Responsibility

Strategic Development Adviser is responsible for:

1) non-performance (improper performance) of his job duties provided for in this job description, within the limits defined by the current labor legislation of the Republic of Kazakhstan;

2) late submission of documents for management 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) the disclosure of confidential official information.