

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 Head of international projects and public relations

1. General provisions

1. The Head of international projects and public relations of the Non – Profit Institution "Independent Agency for Accreditation and Rating" (hereinafter referred to as the Agency) is appointed and dismissed by the order of the Agency's General Director in accordance with the procedure established by the current labor legislation.

2. The Head of international projects and public relations reports directly to the Agency's General Director.

3. A person with an academic degree in Ph.D., at least 5 (five) years of work experience in the system of education, who has the basics of records management in English is appointed to the position of the project manager.

4. In his activity, the Head of international projects and public relations is guided by:

1) legislative and other normative legal acts of the Republic of Kazakhstan and foreign countries regulating the sphere of educational and scientific activities;

2) regulation on the Agency's External Expert Panel;

3) standards for institutional and specialized accreditation of Agency`s educational organizations;

4) code of ethics for an external accreditation expert;

5) guide for the organization and conduct of external expertise in the process of educational organizations accreditation ;

6) guide for self-evaluation of educational organizations;

7) The Agency's Charter, orders and instructions of the management governing his activity and this job description.

5. The Head of international projects and public relations should have skills in working with computer programs Word, Excel, Power Point and the Internet.

6. Due to production needs, the Head of international projects and public relations can go on business trips.

2. Job duties

The Head of international projects and public relations is obliged to:

1) plan and implement activities related to the Agency's international activities and public relations;

2) monitor the timely and high-quality performance of the tasks assigned to him;

3) ensure timely implementation of control documents and instructions of the

Agency's management for international activities and public relations;

4) develop a work plan for an international project and prepare reports;

5) perform a set of organizational measures to establish and develop external relations and cooperation with national and foreign partners;

6) participate in national and international events and projects aimed at developing and improving the Agency's activities, taking into account international trends in ensuring the quality of education;

7) perform representative functions in interaction with mass media, state and foreign organizations;

8) provide timely information to senior management, as well as heads of the Agency's structural divisions on all issues related to international activities and public relations;

9) maintain communication and correspondence with foreign accreditation bodies and quality assurance networks;

10) assist in the formation of foreign external experts' database;

11) promote the Agency's image on the national and international educational platform;

12) participate in the development of the regulatory framework for accreditation of educational organizations and educational programs;

13) participate in the development of methodological and reference materials in the field of quality assurance of national education;

14) participate in the preparation of strategic and annual plans for the Agency's activities;

15) participate in the work of the External Expert Panel within the framework of institutional and specialized accreditation as an observer (organization and coordination of the External Expert Panel's visit to the educational organization, preparation of a full package of documents for the visit of the External Expert Panel's visit);

16) organize and conduct training seminars for experts with the participation of foreign lecturers;

17) initial study on self-evaluation reports of educational organizations and (or) educational programs;

18) participate in organizing and conducting the work of the Accreditation Council;

19) analyze the state and development trends of the quality assurance system at the international and European levels;

20) monitor the accreditation of educational organizations/educational programs in foreign agencies;

21) execute other orders of the Agency's management.

3. Rights

The Head of international projects and public relations has the right to:

1) receive from the Agency's management all necessary information (instructions, orders), methodological, regulatory and other guidance materials for

the performance of his job duties;

2) participate in Agency meetings;

3) get acquainted with the General Director's draft decisions related to 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 issues within the Agency's competence for consideration by the Agency's management;

6) participate in seminars and conferences, including international ones, on the 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 and rating agencies;

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

9) improve his qualifications.

4. Responsibility

The Head of international projects and public relations 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.