

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 Project Manager for accreditation of technical and professional education organizations

1. General provisions

1. The Project Manager for accreditation of technical and vocational education organizations of Non-Profit Institution "Independent Agency for Accreditation and Rating" (hereinafter - Agency) shall be appointed and dismissed by order of the General Director of the Agency in accordance with the applicable labor laws.

2. The Project Manager for accreditation of technical and professional education organizations reports directly to the Agency's General Director.

3. A person with an academic Master's degree and at least 3 years of work experience in the field of education, who has the basics of records management, is appointed to the position of the Project Manager.

4. In his activity, the Project Manager for accreditation of technical and vocational education organizations is guided by:

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

2) state mandatory standard of education of the Republic of Kazakhstan;

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

4) standards for institutional accreditation of educational organizations;

5) standards for specialized accreditation of educational organizations;

6) code of ethics for an external accreditation expert;

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

8) guide for self-evaluation of educational organizations;

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

5. The Project Manager for accreditation of technical and vocational education organizations must have skills in working with computer programs Word, Excel, Power Point and the Internet.

6. Due to production needs, the Project Manager for accreditation of technical and vocational education organizations can go on business trips.

2. Job duties

The Project Manager for accreditation of technical and vocational education

organizations is obliged to:

- 1) plan and implement measures for institutional and specialized accreditation of technical and professional education organizations;
- 2) monitor timely and high - quality performance of assigned tasks;
- 3) ensure timely execution of control documents and instructions from the Agency's management;
- 4) to prepare the work Schedule of the project: site visit of External Expert Panel to educational organization;
- 5) create schedules for seminars and reviewing reports;
- 6) participate in the development of the internal regulatory framework for accreditation of technical and professional education organizations and educational programs;
- 7) participate in the development of standards for institutional and specialized accreditation (in the areas of training);
- 8) organize training seminars in educational institutions on self-evaluation and internal quality assessment;
- 9) organize and conduct training seminars for experts on external evaluation procedures within the framework of institutional and specialized accreditation of technical and professional education organizations;
- 10) to coordinate the formation of an External Expert Panel;
- 11) assist in the creation of external experts` database;
- 12) participate in the preparation of strategic and current plans for the Agency's activities;
- 13) 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 External Expert Panel`s visit);
- 14) participate in the work of the External Expert Panel in the framework of post-accreditation monitoring as an observer (organization and coordination of the External Expert Panel`s visit to the educational organization, preparation of document package);
- 15) submit the necessary materials to the database of accredited educational organizations;
- 16) to prepare information about the accreditation of technical and vocational education organizations and training/educational programs;
- 17) prepare and regularly publish materials on the work of the External Expert Panel on the Agency's website;
- 18) execute other orders of the Agency's management.

3. Rights

The Project Manager for accreditation of technical and vocational education organizations 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 related to 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) participate in working groups on quality assurance of education;
- 8) improve his qualifications.

4. Responsibility

The Project Manager for accreditation of technical and vocational education organizations 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.