

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 the formation of External Expert Panel**

### **1. General provisions**

1. The Project Manager for the formation of the External Expert Panel of Non-Profit institutions "Independent Agency for Accreditation and Rating" (hereinafter – Agency) shall be appointed and dismissed by the order of the General Director of the Agency in accordance with the applicable labor laws.

2. The Project Manager for the formation of External Expert Panel reports directly to the Agency's General Director.

3. A person who has a higher education, at least 3 years of experience in the field of education, a candidate of science degree or an academic master's degree is appointed to the position of Project Manager for the formation of External Expert Panel.

4. In his activity, the head for the formation of External Expert Panel is guided by:

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

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

3) Guides and Standards for institutional/specialized accreditation of Agency`s educational organizations;

4) Code of ethics for an External Expert for Agency accreditation;

5) Guides for organizing and conducting external evaluation in the process of educational organizations accreditation;

6) Guide for self-evaluation of educational organizations;

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

8) The Agency's Charter, orders, and instructions issued by the General Director regulating the Agency's operations and this job description.

5. The Project Manager for the formation of External Expert Panel must be proficient in the computer programs Word, Excel, Power Point and the Internet.

6. Due to production needs, the Project Manager for the formation of the External Expert Panel can go on business trips.

### **2. Job duties**

The Project Manager for the formation of the External Expert Panel must:

1) plan and implement measures for institutional and specialized accreditation of organizations of higher and postgraduate education;

- 2) control the performance of the timely and qualitative tasks assigned to him;
- 3) ensure timely implementation of control documents and instructions from the Agency's management;
- 4) develop a Project Schedule: a visit to the educational organization by External Expert Panel;
- 5) create schedules for seminars and reviewing reports;
- 6) participate in the development of the internal regulatory framework for accreditation of higher and postgraduate education organizations and educational programs;
- 7) participate in the development of standards for institutional and specialized accreditation (in the areas of training);
- 8) develop methodological and reference materials in the field of quality assurance of national education;
- 9) organize training seminars in educational institutions on self-evaluation and internal quality assessment;
- 10) organize and conduct training seminars for experts on external evaluation procedures within the framework of institutional and specialized accreditation of higher and postgraduate education organizations;
- 11) coordinate the formation of an External Expert Panel;
- 12) request information from the Agency's observers about the universities they coordinate;
- 13) create External Experts databases, make all changes related to the experts' activities;
- 14) assist observers in the formation of the External Expert Panel;
- 15) participate in the preparation of strategic and current plans for the Agency's activities;
- 16) 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, and prepare a full package of documents for the External Expert Panel's visit);
- 17) submit the necessary materials to the database of accredited educational organizations;
- 18) prepare accreditation information of higher and postgraduate education organizations/educational programs;
- 19) check and submit for approval to the Agency's management forms for obtaining statistical data from educational organizations;
- 20) analyze the state and trends in the system development of higher and postgraduate education of the Republic of Kazakhstan based on the accreditation results of educational organizations and educational programs;
- 21) prepare and regularly publish materials on the work of the External Expert Panel on the Agency's website;
- 22) execute other orders of the Agency's management.

### **3. Rights**

The Project Manager for the formation of External Expert Panel 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) request information on behalf of the General Director 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 quality assurance of education;
- 7) participate as an expert in the work of Expert Panels of foreign accreditation and rating agencies in coordination with the Agency's management;
- 8) participate in working groups on quality assurance of education;
- 9) improve his qualifications.

### **4. Responsibility**

The Project Manager for the formation of External Expert Panel 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 document submission 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.