

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 General Director

1. General provisions

1. The General Director of the Non-Profit Institution "Independent Agency for Accreditation and Rating" (hereinafter referred to as the Agency) is hired and dismissed by the decision of the Agency's founder.

2. A person who has a higher education, academic degree and at least 5 (five) years of experience in senior positions is appointed to the position of General Director.

3. The General Director reports directly to the Founder of the Agency.

4. In his activity, the General Director is guided by:

- legal documents related to the Agency's statutory goals;
- the Agency's Charter;
- decisions of the Agency's founder;
- this job description.

2. Functions of the General Director of the Agency

The General Director of the Agency has the following functions:

- 1) ensuring compliance with the law in the Agency's activities;
- 2) managing the Agency's activities in accordance with the Agency's Charter;
- 3) organization of the Agency's work in order to achieve effective interaction of all structural divisions of the Agency;
- 4) execution of orders and decisions of the Agency's founder.

3. Duties of the General Director of the Agency

The General Director of the Agency is responsible for the following duties:

- 1) management of the Agency's activities;
- 2) organization work to ensure efficient interaction between the Agency's units;
- 3) organization of accounting, ensuring the preparation of all forms of reporting;
- 4) approval of the Agency's staffing table and job descriptions for Agency employees;
- 5) taking measures to provide the Agency with qualified personnel;
- 6) taking measures to provide the Agency with all necessary property;

- 7) ensuring the safety of the Agency's property;
- 8) ensuring the protection of the Agency's interests in court;
- 9) implementing a set of measures to monitor compliance by the Agency's employees with the requirements of the Republic of Kazakhstan legislation, the Agency's internal regulatory documents and job duties;
- 10) implementing a set of measures to monitor the decision implementation of the Agency's Founder;
- 11) providing information and reporting on the Agency's activities to the Agency's founder and the Agency's auditor.

4. Rights of the Agency's General Director

The General Director of the Agency has the right to:

- 1) draw up and sign documents within his competence;
- 2) make decisions within his competence;
- 3) represent the Agency's interests in relations with third-party organizations;
- 4) terminate and conclude contracts on behalf of the Agency, including employment contracts;
- 5) open the Agency's current accounts in second-tier banks;
- 6) approve the Agency's staffing table, internal labor regulations, and other internal documents of the Agency;
- 7) dismiss and hire Agency employees;
- 8) hold Agency employees accountable (disciplinary and material);
- 9) determine the system, forms and amount of salaries and material incentives for Agency employees;
- 10) submit questions to the Agency's founder for consideration.

5. The liability of the General Director

According to the legislation, the Agency's General Director is responsible for the following:

- 1) for losses caused to the Agency by his actions or omissions in the course of performing his functions and duties;
- 2) for disclosure of information that contains commercial and official secrets;
- 3) for non-performance (not proper performance) of his job duties provided for in this job description, within the limits defined by the current labor legislation;