

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 the Information and Analytical Project

1. General provisions

1. This job description defines the job duties, rights and responsibilities of the head of the information and analytical project of the Non-Profit Institution "Independent Agency for Accreditation and Rating" (hereinafter referred to as the Agency).

2. The head of the information and analytical project is appointed and dismissed by the order of the Agency's General Director under the procedure established by the current labor legislation.

3. The head of the information and analytical project reports directly to the Agency's General Director.

4. A person who has an academic Ph.D. degree and at least 3 years of work experience, who speaks the state language and English, is appointed to the position of head of the information and analytical project.

5. In his activity, the head of the information and analytical project is guided by:

1) legislative and other regulatory legal acts of the Republic of Kazakhstan, regulatory legal acts of 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 head of the information and analytical project should know:

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

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

3) regulations on the Agency's Accreditation Council;

4) instruction on organization and conduction of educational organization accreditation;

5) regulations on the Agency's External Expert Panel;

6) standards for institutional/specialized accreditation of educational organizations;

7) code of ethics for an external accreditation expert and members of the Agency's Accreditation Council;

8) guide for the organization and conduct of external expertise in the process of accreditation of Agency's educational organizations;

9) guide for conducting a self-evaluation of an educational organization and the

Agency's educational program;

10) legal acts, regulations, instructions, other guidance materials and documents related to the Agency's records management;

11) internal labor regulations;

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

7. The Project Manager must have skills in working with computer programs such as Word, Excel, Power Point, and the Internet.

8. Due to production needs, the Project Manager can go on business trips.

2. Job duties

The head of the information and analytical project must:

1) plan and implement information and analytical activities of the Agency;

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

3) ensure timely implementation of control documents and instructions from the Agency's management;

4) participate in organizing and conducting quality evaluation seminars;

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

6) interact with Agency experts;

7) prepare information about accreditation of educational organizations/educational programs;

8) coordinate the organization and consultation of the expert group members on the methodology of the survey.

9) to organize the handling process of statistical data from educational organizations, feedback from employers and experts;

10) on behalf of the General Director to interact with other structural divisions of the Agency;

11) support of the Agency's editorial and publishing activities: issue of periodical scientific printed and electronic publications;

12) information support for thematic publishing and news portals and websites;

13) ensuring information interaction of the Agency and activity coordination in the field of information exchange with other educational and scientific institutions;

14) expanding the Agency's information links with the global information space by creating its own information environment;

15) providing information support for events with the Agency's participation in electronic and printed publications;

16) promote the Agency's image in the international educational arena;

17) development, collection and analysis of experts' surveys, educational organizations, students and employees;

18) generating analytical references based on the analysis results;

19) participation in international projects;

20) checking technical requirements for journal articles "Education.QA" and transfer to the printing house;

21) execute other orders of the Agency's General Director.

3. Rights

The head of the information and analytical project has the right to:

- 1) Receive from the Agency's General Director all information (instructions, orders), methodological, regulatory and other guidance materials required to perform his 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 quality assurance of education;
- 7) participate in working groups on quality assurance of education;
- 8) improve his qualifications.

4. Responsibility

The head of the information and analytical project 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.