

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 post-accreditation monitoring

1. General provisions

1. This job description defines the job duties, rights and responsibilities of the Project Manager for post-accreditation monitoring of the Non-Profit Institution "Independent Agency for Accreditation and Rating" (hereinafter - the Agency).

2. The Project Manager for post-accreditation monitoring is appointed and dismissed by the order of the Agency's General Director in accordance with the procedure established by the current labor legislation.

3. The Project Manager for post-accreditation monitoring reports directly to the Agency's General Director.

4. The position of Project Manager is assigned to a person who has higher education and at least 3 years of work experience in educational organizations, who knows the basics of office management in the state language.

5. In his activity, the Project Manager 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) internal labor regulations of the Agency;

4) this job description.

5. The Project Manager for post-accreditation monitoring should know:

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

2) regulations on the procedure for post-accreditation monitoring of educational organizations/educational programs of the Agency;

3) regulations on the Agency's Accreditation Council;

4) guide and standards for institutional/specialized accreditation of educational organizations of the Agency;

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

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

7) guide for conducting a self-evaluation of an educational organization and the Agency's educational program;

8) The Agency's Charter, orders and instructions of the management governing

his activities and this job description.

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

7. Due to production needs, the Project Manager for post-accreditation monitoring can go on business trips.

2. Job duties

The Project Manager for post-accreditation monitoring is required to:

- 1) plan and implement measures for post-accreditation monitoring of educational organizations;
- 2) control the timely and qualitative performance of the tasks assigned to him;
- 3) ensure timely execution of control documents and instructions of the Agency's General Director;
- 4) make schedules for post-accreditation monitoring and visits to educational institutions by expert groups;
- 5) organize and coordinate the work of the Agency's expert group in the education organization;
- 6) participate in organizing and conducting the work of the Accreditation Council;
- 7) conduct post-accreditation monitoring of educational organizations/educational programs;
- 8) prepare documents for the post-accreditation monitoring visit;
- 9) form the results of educational organizations on post-accreditation monitoring;
- 10) interact with the Agency's experts in the framework of post-accreditation monitoring;
- 11) interact on behalf of the General Director with other structural divisions of the Agency;
- 12) promote the Agency's image on the international educational platform;
- 13) execute other orders of the Agency's General Director.

3. Rights

The Project Manager for post-accreditation monitoring has the right to:

- 1) receive from the Agency's General Director all information necessary for the performance of his job duties (instructions, orders), methodological, regulatory and other guidance materials;
- 2) participate in Agency meetings;
- 3) on behalf of the General Director, request information from educational organizations, employers, public associations, etc.;
- 4) submit analytical reports and memos on issues within the Agency's competence for consideration by the Agency's management;
- 5) participate in seminars and conferences, including international ones, on quality assurance of education;

- 6) participate in working groups on quality assurance of education;
- 7) improve his qualification.

4. Responsibility

The Project Manager for post-accreditation monitoring 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 consideration by the Director General and 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 it;
- 5) non-compliance with official ethics and labor discipline;
- 6) the disclosure of confidential official information.

