

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 legal Department

1. General provisions

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

2. A person who has higher education and at least 3 (three) years of experience in senior positions is appointed to the position of the Head of the legal Department.

3. The Head of the legal Department reports directly to the General Director and the founder of the Agency.

In his activity, the Head of the legal Department is guided by:

- legal documents related to the Agency's statutory goals;
The Agency`s Charter;
- decisions of the Agency's founder;
- orders and instructions of the General Director;
- this job description.

4. The Head of the legal Department must know the legal acts of the Republic of Kazakhstan, international agreements in the field of education, ratified by the Republic of Kazakhstan, foreign legal acts where the Agency operates.

2. Job duties

The Head of the legal Department must:

- 1) to develop Constituent documents;
- 2) legal advice on the Agency's activities;
- 3) prepare documents for participation in public procurement, tenders, and countries where the Agency operates;
- 4) prepare cost proposals for the Agency's management;
- 5) develop draft agreements;
- 6) prepare a justification for service cost provided for by the Charter`s goals;
- 7) conduct internal audits on legal issues;
- 8) coordinate the agreement preparation;
- 9) coordinate work on corrective and preventive actions in Accordance with the guidelines of the Agency's internal quality assurance system, in terms of the legal direction;

- 10) conduct consulting work for the Agency's mines on legal issues;
- 11) work on legal issues related to planning improvements to the Agency's activities;
- 12) provide written and oral advice to Agency employees on various legal issues;
- 13) draw up legal documents;
- 14) analyze the internal quality assurance system for legal issues.

3. Rights

The Head of the legal Department has the right to:

- 1) act on behalf of the Agency by proxy;
- 2) represent the interests of the Agency in relations with citizens, legal entities, public authorities and management bodies by proxy and order of the Founder or General Director.

4. Responsibility

The Head of the legal Department is responsible for:

- 1) non-performance (not proper performance) of his job duties provided for in this job description, within the limits defined by the current labor legislation;
- 2) offenses committed in the course of his activities - within the limits defined by the current administrative, criminal and civil legislation;
- 3) causing material damage - in the repartitions defined by the current labor, criminal and civil legislation;
- 4) the disclosure of confidential official information.