

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 institutional and specialized accreditation of higher
education institutions**

1. General provisions

1. This job description defines the job duties, rights and responsibilities of the Project Manager for institutional and specialized accreditation of higher education Institutions of the Non – Profit Institution "Independent Agency for Accreditation and Rating" (hereinafter-the Agency).

2. The Project Manager for institutional and specialized accreditation of higher education institutions 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 institutional and specialized accreditation of higher education institutions reports directly to the Agency's General Director.

4. The position of Project Manager for institutional and specialized accreditation of higher education institutions is assigned to a person who has an academic master's degree, has at least 3 years of experience in the field of education, and knows the basics of office management.

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) rules of internal labor regulations;

4) this job description.

5. The Project Manager for institutional and specialized accreditation of higher education institutions should know:

1) legislative and other regulatory legal acts of the Republic of Kazakhstan regulating the sphere of education;

2) priority areas for the education system development;

3) state policy in the field of education;

4) State mandatory education standards, national qualification system;

5) rules for educational organizations accreditation;

6) requirements for the organization and conduction of educational

organizations accreditation ;

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

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

9) instructions for improving the Agency's standards:

10) Regulations on Expert Councils;

11) Regulation of the Agency's expert activities;

12) ESG standards and recommendations;

13) standards of institutional, specialized and primarily institutional and specialized accreditation of educational organizations/educational programs of higher and (or) postgraduate education of the Republic of Kazakhstan;

14) standards of institutional, program and primary program accreditation of educational organizations/main educational programs of higher education institutions of the Kyrgyz Republic;

15) international accreditation standards based on ESG standards;

16) guide for organizing and conducting external expertise in the accreditation process of educational organizations;

17) guide for self-evaluation of educational organizations/educational programs;

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 can go on business trips.



2. Job duties

The Project Manager for institutional and specialized accreditation of higher education institutions must:

1) plan and implement activities for institutional, specialized and primarily institutional and specialized accreditation;

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

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

4) develop an annual work plan for the Project Manager for institutional and specialized accreditation of higher education institutions based on the annual plan for implementing the Agency's development strategy;

5) develop a report on the implementation of the Project Manager's work plan for institutional and specialized accreditation of higher education institutions;

6) develop a project work schedule in cooperation with other structural divisions of the Agency in accordance with the deadlines for reviewing the self-evaluation report by an External Expert Panel, visiting an educational organization, submitting an updated version of the report by the educational organization, and reviewing the external assessment results by the IAAR Accreditation Council;

7) participate in the development of the internal regulatory framework for accreditation of organizations and educational programs;

- 8) participate in the development of accreditation standards in accordance with the types of external evaluation conducted by the Agency;
- 9) develop methodological and reference materials in the field of quality assurance of national education;
- 10) organize training seminars in educational institutions on self-evaluation and internal quality assessment;
- 11) organize and conduct training seminars for experts on external evaluation procedures within the framework of institutional and specialized accreditation;
- 12) coordinate the formation of an External Expert Panel;
- 13) organize a review of self-evaluation reports on educational organizations;
- 14) interact with the heads of other Agency's structural divisions as part of the implementation of the annual plan for the development Strategy implementation;
- 15) assist in the creation of experts' database in higher education;
- 16) participate in the preparation of long-term and current plans for the Agency's activities;
- 17) participate in the Work of the External Expert Panel (EEP), as an observer coordinate its activities in accordance with the requirements for the organization and conduct of accreditation;
- 18) prepare a full package of documents for the visit to the EO of an External Expert Panel.
- 19) organize the internal examination of the External Expert panel reports based on the results of the quality assessment of the educational organization/educational programs;
- 20) submit the necessary materials to the database of accredited educational organizations;
- 21) prepare information about accreditation of educational organizations/educational programs;
- 22) check and submit for approval to the Agency's management forms for obtaining statistical data from educational organizations;
- 23) analyze the state and trends in the development of the higher education system of the Republic of Kazakhstan and the Kyrgyz Republic based on the accreditation results of educational organizations and educational programs;
- 24) prepare and regularly publish materials on the EEP work on the Agency's website;
- 25) execute other orders of the Agency's management.

3. Rights

The Project Manager for institutional and specialized accreditation of higher education institutions 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 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 the issues of ensuring the quality of education;

7) participate in working groups on quality assurance of education;

8) improve his qualifications.

4. Responsibility

The Project Manager for institutional and specialized accreditation of higher education institutions 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 review, 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.