

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 Adviser

1. General provisions

1. This job description defines the job duties, rights, and responsibilities of the Adviser of the Independent Agency for Accreditation and Rating (hereinafter referred to as the Agency). The Adviser carries out activities aimed at achieving effective work of the Agency. Adviser - a position that belongs to the category of managers.

2. The Adviser 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 adviser reports directly to the General Director.

4. An Advisor is a person who has higher professional education, Ph.D., the title of Professor, not less than 10 years of experience of scientific and pedagogical activities, and experience in leadership positions in education at least 10 years.

5. In his work, the Adviser is guided by:

1) The Charter of the organization, labor regulations, orders of the General Director and job description.

2) Legislative and Regulatory legal acts of the Republic of Kazakhstan and the Ministry of Education and Science of the Republic of Kazakhstan.

6. The Adviser should know:

1) Legislative and regulatory legal acts of the Republic of Kazakhstan regulating the sphere of educational and scientific activities.

2) Regulations on the Accreditation Council and Supervisory Board of the Agency.

3) The Charter, orders and instructions regulating the Agency's activities;

4) The Agency's Regulations.

5) Standards and Guides for various types of accreditation and other methodological Materials of the Agency.

6) Rules of professional ethics for Agency employees.

7) Safety and labor protection rules of the Agency approved by the Agency's General Director.

2. Job duties

In the course of work, the Adviser performs the following duties:

1) Participates in the development of measures and actions to improve the Agency's activities to improve the efficiency of resource use.

2). Participates in the organization of timely conclusion of Agreements for

educational organizations accreditation and rating of educational organizations, monitors the proper implementation of contractual terms and obligations.

3). Analyzes the state and trends of the Agency's development and suggests measures to improve economic indicators, form Agency performance indicators, improve its activities and sustainably increase its efficiency.

4). Supervises the development of the Agency's development Strategy and Implementation plan.

5). Controls the improvement of the internal quality assurance system, internal audit, and implementation of corrective actions.

6). Participates in the development of regulatory documents and controls the preparation of documents and reports; plan implementation.

7). Coordinates and controls the Agency's Ratings in Kazakhstan and abroad.

8). Supervises the preparation of annual analytical reports and materials, their monitoring and publication.

9). Supervises the improvement of the Agency's standards and guides, methodological materials, procedures and tools for quality assurance in accordance with the requirements of the state, society and international recognition bodies.

10). Coordinates and organizes the work on content creation and supervises the quarterly issue of the Agency's scientific and information magazine "Education. Quality Assurance».

11). Supervises the development and implementation of professional development programs for the Agency's employees and experts.

12). Participates in the organization and holding of the annual Central Asian International forum on quality assurance of education, as well as in international conferences, Round tables, Forums, webinars and other events held by the Agency in Kazakhstan, as well as by foreign state bodies, agencies and educational organizations outside its borders.

13). Participates in international projects and programs, coordinates their activities and implementation.

14). Promotes the authority and image of the Agency at the national and international levels, makes reports and presentations in government agencies, educational organizations in Kazakhstan and abroad.

15). Speaks in the media and on television, gives interviews for national and foreign channels, publishes articles, prepares press releases for events and news publications of the Agency.

16). Interacts with the management of universities, TVE organizations, international schools and research institutes of the Republic of Kazakhstan and foreign countries to ensure the quality of educational organizations.

17). Represents the Agency in state bodies, institutions and other organizations on behalf of the General Director in Kazakhstan and abroad.

18). Works to increase the Agency's awareness, image, and credibility.

19). Performs other activities on behalf of the General Director.

20). Complies with the Agency's regulations, safety and labor protection rules, and service Ethics rules.

3. Rights

The Adviser has the right to:

- 1) participate in the development of the Agency's regulatory documents.
- 2) participate in meetings and other Agency events.
- 3) represent the interests of the Agency to the MES of RK and other state bodies, educational organizations in Kazakhstan and abroad.
- 4) request and receive in full from project managers and employees of the Agency the necessary documents and information to perform the functions and duties assigned to him personally or on behalf of the Director General.
- 5) request information from educational organizations, employers, public associations, etc. on behalf of the General Director.
- 6) participate in seminars, webinars, conferences, Forums in Kazakhstan and abroad.
- 7) participate as a member of working groups in the state bodies of the Republic of Kazakhstan and the work of expert commissions of foreign accreditation agencies to discuss issues of education quality and when conducting joint accreditations.
- 8) participate in the working groups of the MES and other organizations on ensuring quality education;
- 9) give instructions and assignments to the Agency's employees on issues within its competence and/or his functional responsibilities.
- 10) participate in the discussion and order development, instructions, assignments, contracts, reports, and other internal and external documents.
- 11) inform the General Director of all deficiencies identified in the course of his/her work, as well as of measures taken and/or planned to eliminate them.
- 12) represent the Agency's interests in relations with third-party organizations, government agencies, and individuals on issues within his competence.
- 13) for professional development.

4. Responsibility

The Adviser 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) causing material damage – within the limits defined by the current labor and civil legislation of the Republic of Kazakhstan;
- 3) non-compliance with official ethics;
- 4) the disclosure of confidential official information.