

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 conducting institutional and specialized accreditation of additional education organizations**

### **1. General provisions**

1. This job description defines the job responsibilities, rights and responsibilities of the project manager for conducting institutional and specialized accreditation of organizations of additional education of the Non – profit institution "Independent accreditation and rating agency" (hereinafter-the Agency).

2. The project manager for conducting institutional and specialized accreditation of additional education organizations 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 conducting institutional and specialized accreditation of additional education organizations reports directly to the Agency's General Director.

4. For the position of project manager for institutional and specialized accreditation of additional education organizations is assigned to a person having master's degree experience in education for at least 3 years, who knows the basics of record keeping.

5. In its activities, the project manager for institutional and specialized accreditation of additional education organizations 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 conducting institutional and specialized accreditation of additional education organizations should know:

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

2) priority areas for the development of the education system;

3) state policy in the field of education;

4) State mandatory education standards, national qualification system;

5) rules for accreditation of educational organizations;

6) requirements for the organization and conduction of accreditation of educational organizations;

7) regulations on the Agency's external expert commission;

8) The Agency's Charter, orders and instructions of the management governing its 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 primary institutional and specialized accreditation of educational organizations/educational programs of higher and (or) postgraduate education of the Republic of Kazakhstan;

14) international accreditation standards based on ESG standards;

15) guidelines for organizing and conducting external expertise in the process of accreditation of educational organizations;

16) guidelines for self-assessment 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 responsibilities**

The project manager for conducting institutional and specialized accreditation of additional education organizations must:

1) plan and implement measures for institutional and specialized accreditation of additional education organizations;

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

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

4) to prepare the work schedule of the project: visit of educational organization by external expert commissions;

5) create schedules for seminars and reports review;

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

7) participate in the development of standards for institutional and specialized accreditation;

8) develop methodological and reference materials in the field of quality assurance of additional education;

9) organize training seminars in educational institutions on self-assessment and internal quality assessment;

10) organize and conduct training seminars for experts on external evaluation procedures within the framework of institutional and specialized accreditation;

11) coordinate the formation of external expert committees;

12) review reports on self-assessment of educational organizations;

13) request from the Agency's observers the necessary information on the

organizations they coordinate;

14) assist in the formation of a database of foreign and national experts on additional education;

15) participate in the preparation of long-term and current plans for the Agency's activities;

16) participate in the work of external expert commission within the framework of institutional and specialized accreditation as an observer;

17) prepare a full package of documents for the visit of external expert commission;

18) submit the necessary materials to the database of accredited educational organizations;

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

20) check and submit for approval to the Agency's management forms for obtaining statistical data from educational organizations;

21) analyze the state and trends in the development of additional education system of the Republic of Kazakhstan based on the results of accreditation of educational organizations and educational programs;

22) prepare and regularly publish materials on the Agency's website;

23) execute other orders of the Agency's management.

### **3. Rights**

The project manager for conducting institutional and specialized accreditation of additional education organizations 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 official 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) take part 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 the qualification.

### **4. Responsibility**

The project manager for conducting institutional and specialized accreditation of additional education organizations is responsible for:

1) non-performance (improper performance) of the official 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;

5) non-compliance with official ethics and labor discipline;

6) disclosure of confidential official information.

