

**Approved by the Order
of the General Director of the
NPO “Independent Agency
for Accreditation and Rating”
No. 155-22-OD dated 30
December 2022**

Job Description of the Project Manager for International Cooperation

1. General Provisions

1. This Job Description defines the duties, rights, and responsibilities of the Project Manager for International Cooperation of the Independent Agency for Accreditation and Rating (hereinafter – the Agency). The Chief Specialist for International Cooperation conducts activities aimed at ensuring the effective performance of the Agency.

2. The Project Manager for International Cooperation of the Agency shall be appointed to and dismissed from the position by the order of the General Director of the Agency in accordance with the procedure established by the current labour legislation.

3. The Project Manager for International Cooperation reports directly to the General Director of the Agency.

4. A person holding a Master’s degree, having at least 3 (three) years of work experience in the education system, and possessing fluent English language proficiency may be appointed to the position of Project Manager for International Cooperation.

5. In conducting their activities, the Project Manager for International Cooperation shall be guided by:

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

2) The Charter of the Agency, orders and instructions of the management regulating its activities, and this Job Description.

3) Standards and Guidelines for various types of accreditation and other methodological materials of the Agency.

4) ENQA Quality Assurance Professional Competencies Framework.

5) Guidelines for organising and conducting external expert evaluation within the accreditation process of educational organisations.

6) Rules of professional ethics of the Agency’s employees.

7) Guidelines for conducting self-assessment of educational organisations.

8) Due to operational necessity, the Project Manager for International Cooperation may be sent on business trips

2. Professional Competencies and Skills

6. The Project Manager for International Cooperation shall possess the following professional competencies:

1) Deep understanding of the national higher education system, as well as the challenges facing the sector at both national and international levels, and the global nature of higher education.

2) Ability to act as an “expert” in one or several areas of quality assurance, confidently operate in the international quality assurance arena, and contribute to activities from an

- 3) international perspective as a project manager or team member.
- 4) Ability to interpret a wide range of data, understand statistical parameters, possess comprehensive knowledge of information security and data protection regulations, and demonstrate best practices in information processing and storage.
- 5) Ability to anticipate potential challenges and opportunities through a detailed understanding of the internal and external environment, as well as the national and international context, formulate relevant result-oriented recommendations, and make timely, accurate, and well-grounded decisions based on analysis.
- 6) Ability to communicate tactfully using appropriate behavioural models and reasoning in conflict situations, while recognising the political sensitivity of external evaluation outcomes.
- 7) Ability to create a respectful and professional working environment, provide informal feedback to colleagues, and create opportunities for peer coaching among colleagues.
- 8) Ability to work in a multilingual team environment.

3. Job Responsibilities

7. In the course of work, the Project Manager for International Cooperation of the Agency performs the following duties:

- 1) Participates in developing measures and activities related to the Agency's international activities and carries out organisational activities aimed at establishing and developing external relations and cooperation with foreign partners.
- 2) Ensures the Agency's participation in international events and the development of IAAR activities, considering international trends in quality assurance in education.
- 3) Participates in the development of work plans for international projects and preparation of Agency reports.
- 4) Performs organisational functions in interaction with mass media, governmental, and foreign organisations.
- 5) Ensures prompt informing of senior management, as well as heads of the Agency's structural divisions, on all matters related to international activities;
- 6) Participates in international projects and programmes, international seminars, conferences, and workshops, coordinates their implementation; disseminates collected information among colleagues, participates in training events for ENQA specialists, and acts as an expert in ENQA audits and audits conducted by other networks and agencies.
- 7) Participates in the formation of the database of foreign external experts.
- 8) Participates in the development of the regulatory and legal framework for accreditation of educational organisations and educational programmes.
- 9) Maintains and establishes relations with foreign accreditation bodies and quality assurance networks.
- 10) Contributes to strengthening the Agency's image at the national and international educational levels.
- 11) Participates in working groups for the development of methodological and reference materials, as well as evaluation procedures in the field of quality assurance in education, in accordance with European standards and guidelines.
- 12) Participates in the preparation of strategic and annual activity plans of the Agency.
- 13) Participates in the work of external expert panels within the framework of institutional and specialised accreditation as a coordinator (organisation and coordination of external expert panel visits to educational organisations, preparation of the full package of documents for the external expert panel visit).

- 14) Participates in organising training seminars for national and international reviewers/experts and audit secretaries/coordinators involving national and foreign lecturers.
- 15) Conducts an initial review of self-assessment reports of educational organisations and/or educational programmes.
- 16) Analyses the state and trends in the development of quality assurance systems at international and European levels and disseminates information on changes and developments in the international context, including the development of European standards and guidelines.
- 17) Conducts monitoring of accreditation of educational organisations/educational programmes in foreign agencies.
- 18) Performs other activities as assigned by the General Director.
- 19) Complies with the Agency Regulations, occupational health and safety rules, and professional ethics rules.

4. Rights

8. The Project Manager for International Cooperation has the right to:
 - 1) Participate in the development of the Agency's regulatory documents.
 - 2) Participate in meetings and other events of the Agency.
 - 3) Participate in meetings and other events of governmental bodies and educational organisations in the Republic of Kazakhstan and abroad.
 - 4) Upon instruction of the General Director, request and receive full information from the Agency's project managers and staff of educational organisations, employers, public associations, etc
 - 5) Participate in seminars and conferences, including international ones, on quality assurance in education.
 - 6) Upon agreement with the Agency's management, participate as an expert in the work of expert panels of foreign accreditation and ranking agencies.
 - 7) Participate in working groups on quality assurance in education and take part in discussions and development of orders, instructions, guidelines, agreements, reports, and other internal and external documents.
 - 8) Inform the General Director about the progress of the Agency's international projects and about implemented and/or planned measures for the development of international cooperation in quality assurance.
 - 9) Improve professional qualifications, undertake language courses, and receive specialised stress management training.

5. Responsibility

9. The Project Manager for International Cooperation is responsible for:
 - 1) Failure to perform or improper performance of duties stipulated by this Job Description within the limits established by the current labour legislation of the Republic of Kazakhstan.
 - 2) Causing material damage within the limits established by the current labour and civil legislation of the Republic of Kazakhstan.
 - 3) Failure to comply with professional ethics and labour discipline.
 - 4) Disclosure of confidential information.