



Independent agency for
accreditation rating

«Approved by»
**Director of the Independent
Agency of Accreditation and Rating**
_____ **A.B. Zhumagulova**
« ___ » _____ **2016**

Job description of Head of international projects and public relations

1. Head of international projects and public relations of Non-profit institution «the Independent Agency of Accreditation and Rating» (hereinafter – Head of international projects and public relations) is appointed and released from responsibilities by the order of the Agency director, under the existing labor legislation.

2. Head of international projects and public relations reports directly to the Director of the Agency.

3. On the position of Head of international projects and public relations shall be appointed a person with higher education, knowing the basics of record keeping in English language.

4. In its work, Head of international projects and public relations is guided by:

1) Legislative and other normative legal acts of the Republic of Kazakhstan, regulating educational and scientific sphere;

2) State obligatory educational standards and specialized classificatory;

3) Policy on State Accreditation Board of the Ministry of Education and Science of the Republic of Kazakhstan;

4) Policy on external expert commission of the Agency;

5) Standards of institutional accreditation of educational organizations;

6) Standards of specialized accreditation of educational organizations;

7) The code of ethics of external expert on accreditation;

8) Guideline on organization and conducting external audit in the process of educational institutions accreditation;

9) Guideline on conducting self-assessment of educational organizations;

10) Methodical basics of ranging educational programs and educational organizations;

11) Article of Association of the Agency, orders and assignments, regulating his/her activities and present job description.

5. Head of international projects and public relations should have computer skills on Word, Excel, Power Point and Internet.

6. For business purposes, Head of international projects and public relations can have business trips.

2. Job responsibilities

7. Head of international projects and public relations should:

- 1) Plan and implement measures on international activities of the Agency and public relations;
- 2) Control the timeliness and quality execution of tasks, assigned to him/her;
- 3) Ensure timely implementation of control documents, assignments of the Agency management on international activities and public relations;
- 4) Develop international projects schedule and prepare reports;
- 5) Conduct complex of organizational measures for establishment and development of external relations and cooperation with **national** and international partners;
- 6) Participate in national and international events and projects aimed to develop and improve the Agency's activities in accordance with international trends in quality assurance;
- 7) Perform representative functions in cooperation with media, governmental and international organizations;
- 8) Ensure prompt notification of senior management, as well as Heads of structural divisions of the Agency on all issues related to international activities and public relations;
- 9) Communicate, do correspondence with foreign accreditation bodies and quality assurance networks;
- 10) Assist in formation of foreign external experts database;
- 11) Facilitate the Agency's image improvement on national and international educational area;
- 12) Participate in the development of the legal framework of accreditation for educational organizations and educational programs;
- 13) Participate in the development of teaching and reference materials for quality assurance of national education;
- 14) Participate in the preparation of prospective and current plans of the Agency's activities;
- 15) Participate in the work of external expert commission within institutional and specialized accreditation as an observer (organization and coordination of external expert commission visits to educational organizations, preparation of documents for the visit of the external expert commission);
- 16) Organize and conduct training seminars for experts with participation of foreign lecturers;
- 17) Conduct initial study of self-assessments of educational organizations and (or) educational programs;
- 18) Participate in the organization and conduct of the work of the Accreditation Board;
- 19) Conduct the analysis of the status and tendencies of quality assurance system at the international and European levels;
- 20) Monitor accreditation of educational organizations/educational programs in foreign agencies;
- 21) Perform other assignments of the Agency's management.

3. Rights

8. Head of international projects and public relations has the right to:

- 1) Receive from the Agency management all necessary information to perform his/her duties (assignments, orders) methodical, regulatory and other management materials;
- 2) Participate in the Agency meetings;
- 3) Familiarize with Director's decision projects concerning the activities of the Agency;
- 4) Request information, by the Director's order, from educational organizations, employers, public associations, etc.;
- 5) Submit to the Agency management approval analytical statements and memos on issues related to his/her competence;
- 6) Participate in seminars, conferences, including international, concerning issues of education quality;
- 7) Participate, as agreed, as an expert in the expert commissions of foreign accreditation and rating agencies;
- 8) Participate in the working groups on issues of educational quality guarantee;
- 9) Has the right for qualification improvement.

4. Responsibility

9. Head of international projects and public relations is responsible for:

- 1) Non-fulfillment (improper performance) of his/her duties under this job description, within the limits of the existing labor legislation of the Republic of Kazakhstan;
- 2) Late submission of documents to the management approval and ensure its safety;
- 3) Property damage – within the defined limits of the labor and civil law of the Republic of Kazakhstan;
- 4) Irrational and inaccurate use of material and technical resources, assigned to him/her;
- 5) Failure to comply with the professional ethics and work discipline;
- 6) Disclosure of confidential business information.

Familiar with the job description: _____