



Independent agency for  
accreditation rating

## **Job description of Head of the post-accreditation monitoring project**

1. This job description defines the duties, rights and responsibility of the Head of post-accreditation monitoring project of Non-profit institution «the Independent accreditation and rating Agency» (hereinafter – Head of the project).

2. Head of the project is appointed and released from responsibilities by the Agency director's order under the existing labor law.

3. Head of the project reports directly to the Agency director.

4. On the position of the Head of project should be appointed a person with higher education and work experience for at least 3 years, knowing the basics of record keeping in the state language.

5. In its work, the Head of project is guided by:

1) Legislative and other normative 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 Director;

3) Rules of internal work regulations;

4) This job description.

5. The Head of project should know:

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

2) State obligatory educational standards and specialization classifier;

3) Policy on post-accreditation monitoring procedure of educational institutions\educational programs;

4) Policy on Accreditation Board;

5) Standards of institutional accreditation of educational organizations;

6) Standards of specialized accreditation of educational institutions;

7) The code of ethics of the external accreditation expert and members of Accreditation Board;

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

9) Guideline on conducting self-assessment of educational institutions and educational program;

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

6. The Head of project should have computer skills on Word, Excel, Power Point and Internet.

7. For business purposes, the Head of project can have business trips.

## 2. Job responsibilities

10. The Head of project should:
  - 1) Plan and conduct post-accreditation monitoring activities in educational institutions;
  - 2) Control the timeliness and quality execution of tasks, assigned to him/her;
  - 3) Ensure timely implementation of control documents, The Agency management assignments;
  - 4) Compose the schedule of visits to educational institutions within post-accreditation monitoring, reports review, expert groups visits of educational organizations;
  - 5) Organize and coordinate the Agency's expert group work on educational organizations;
  - 6) Participate in organization and conducting the work of the Accreditation Board;
  - 7) Conduct post-accreditation monitoring of educational institutions/educational programs;
  - 8) Preparation of documents for conducting visit on post-accreditation monitoring;
  - 9) Form database of educational organizations passed post-accreditation monitoring;
  - 10) Cooperate with the Agency's experts within the post-accreditation monitoring;
  - 11) Cooperate with other structural units of the Agency, by the request of the Management;
  - 12) Facilitate the Agency's image improvement on the international educational area;
  - 13) Perform other assignments of the Agency's management.

## 3. Rights

11. The Head of project 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 the 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 the issues of educational quality;
- 7) Participate, as agreed, as an expert in the expert commissions work of foreign accreditation and rating agencies;
- 8) Participate in working groups on issues of educational quality;
- 9) Has the right for qualification improvement.

#### 4. Responsibility

12. The Head of project is responsible for:

- 1) Non-fulfilment (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: \_\_\_\_\_