



Independent agency for  
accreditation rating

## **Job description of Legal consultant**

### **1. General points**

1. Legal consultant (hereinafter – Consultant) of a non-profit institution «the Independent accreditation and rating Agency» (hereinafter – the Agency) is employed and released from responsibilities by the Agency director's order.

2. On the position of Legal consultant should be appointed a person with higher education and work experience in management positions for at least 3 years.

3. Legal consultant reports directly to the Director.

In its work, the Legal consultant is guided by:

- Regulatory documents concerning work performance;
- Agency's article of association;
- Orders and instructions of the Director;
- This job description.

4. Legal consultant should know the legislation and other regulatory legal acts of the Republic of Kazakhstan.

### **2. Job responsibilities**

5. Legal consultant should:

- 1) Carry out development of constitutive documents
- 2) Prepare documents for Agency's participation in government procurement;
- 3) Legal consultation regarding activities of the Agency;
- 4) Prepare commercial offers;
- 5) Develop draft agreements;
- 6) Prepare calculations;
- 7) Coordinate contract preparation work;
- 8) Conducting internal audits on legal issues;
- 9) Conducting internal audits on legal issues;
- 10) Coordinate work on corrective and preventive actions of Manual internal quality assurance systems on legal issues;
- 11) Carry out written and oral consultation for Agency's employees on various legal issues, provide legal assistance in drafting legal documents;
- 12) Coordinate work on legal issues of ensuring competent personnel;
- 13) Coordinate work on legal issues of Agency activities improvement planning;
- 14) Conduct analysis of internal quality assurance system on legal issues.

### **3. Rights**

6. Consultant has the right to:

- 1) Act on behalf of the Agency;
- 2) Represent the Agency interests in relations with citizens, legal persons, governmental authorities, and management by power of attorney and the Director's order.

#### 4. Responsibility

7. Consultant is responsible for:

- 1) Non-fulfillment (improper performance) of his/her duties under this job description, within the limits of the existing labor legislation;
- 2) Committed offenses in the course of work – within the defined limits of the existing administrative, criminal and civil law;
- 3) Property damage – within the defined limits of the existing labor, criminal and civil law;
- 4) Disclosure of confidential business information

Familiar with the job description: \_\_\_\_\_