



Independent agency for
accreditation rating

Job description of Office-manager

1. General points

1. Office-manager of Non-profit institution «the Independent accreditation and rating Agency» (hereinafter - Agency) falls under the category of technical executors, employed and released from responsibilities by the Agency director's order.

On the position of Office-manager should be appointed a person without work experience requirements, with the ability to lead personnel and archival work.

2. Office-manager reports directly to the Director.

3. In its work, Office manager is guided by orders and instructions of the Director, Article of Association of the Agency and other legislative and regulatory legal acts of the Republic of Kazakhstan, policies and instructions of the Agency, and this job description.

On the specific nature of activities, Office-manager should know:

-regulatory legal acts, policies, instructions, other guidelines and documents on leading personnel and archival work of the Agency;

-structure of the Agency;

-standards of unified system of organizational and administrative documentation;

- control procedure of monitoring official documents and materials;

- basics of labor organization;

- rules of technical equipment usage;

- basics of labor law;

- rules of internal work regulations;

- rules and regulations of labor protection.

2. Job responsibilities

4. Office-manager should:

1) Maintain personnel work of the Agency;

2) Conduct archival work of the Agency;

3) Maintain self-assessment journal of institutional and specialized accreditation;

4) Coordinate conduction of rating researches of educational work;

5) Form Agency experts database;

6) Form folders for external expert commission;

- 7) Publication of External Review reports on the website www.iaar.kz;

3. Rights

5. Office-manager has the right to:

- 1) familiarize with the projects of the Agency's management decisions, relating to his/her work;
- 2) Propose offers to the management related to the assistance in carrying out duties and rights.

4. Responsibility

5. Office-manager 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) Committed offences in the course of work – within the defined limits of the existing administrative, criminal and civil law of the Republic of Kazakhstan;
- 3) Property damage – within the defined limits of the existing labor, criminal 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 professional ethics and work discipline;
- 6) Failure to comply with storage conditions, protection and safety of the information obtained in the course of work, including business, commercial, banking and other secrets protected by law;
- 7) Maintaining incoming and outgoing correspondents' documents;
- 8) Preservation and timeliness of document submission for management consideration;
- 9) Completeness and timeliness of documents reregistration, considered by the management;
- 10) Registration of Agency's Director Assignments and immediate delivery of documents with attached markers, considered by the management, to the executors.

Familiar with the job description: _____

(Surname, name)

(signature, date)