



Independent agency for  
accreditation rating

## **Job description of Project manager for accretion of technical and professional education organizations**

1. Project manager for accreditation of technical and professional education organizations of Non-profit institution «the Independent Accreditation and rating Agency» is appointed on the position and released from responsibilities by the Agency director's order under the existing labor law.

2. Project manager for accreditation of technical and professional education organizations reports directly to the Director.

3. On the position of Project manager should be appointed a person with higher education and work experience in educational sphere for at least 3 years, knowing the basics of record keeping.

4. In its work, Project manager for accreditation of technical and professional education organizations is guided by:

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

2) State obligatory educational standards and specializations classifier;

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 accreditation expert;

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

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

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

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

5. Project manager for accreditation of technical and professional education organizations should have computer skills on Word, Excel, Power Point and Internet.

6. For business purposes, Project manager for accreditation of technical and professional education organizations can have business trips.

## 2. Job responsibilities

7. Project manager for accreditation of technical and professional education organizations should:

- 1) Plan and conduct activities on institutional and specialized accreditation of technical and professional education organizations;
- 2) Control the timeliness and quality execution of tasks assigned to him/her;
- 3) Ensure the timely implementation of control documents, the Agency management assignments;
- 4) Develop the Schedule of project work: visit educational organizations by external expert commissions;
- 5) Compose the schedules of seminars, reports review;
- 6) Participate in the development of the legal framework for accreditation of technical and professional education and educational programs;
- 7) Participate in the development of standards for institutional and specialized accreditation (in the field of study);
- 8) Develop teaching and reference materials for quality assurance of national education;
- 9) Organize training seminars in educational organizations on self-assessment and internal quality assurance;
- 10) Organize and conduct training seminars for experts on fulfillment of external quality assurance procedure within institutional and specialized accreditation of technical and professional education organizations;
- 11) Coordinate the organization of external expert commissions members;
- 12) Review report on self-assessment of technical and professional education organizations;
- 13) Request from the Agency observers necessary information on T&PE organizations, which they coordinate;
- 14) Assist in formation of external experts database;
- 15) Participate in the preparation of prospective and current plans for Agency's activities;
- 16) 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 the educational organizations, preparation of full documents for conducting visit of external expert commission);
- 17) Provide necessary materials to the accredited educational organizations database;
- 18) Prepare information on accreditation of technical and professional education organizations/educational programs;
- 19) Prepare and provide on the Agency management approval forms to obtain statistical data from educational organizations;
- 20) Conduct the analysis of status and development tendencies of technical and professional education system in the Republic of Kazakhstan by the results of accreditation of educational organizations and educational programs;

- 21) Prepare and regularly publish materials on the work of external expert commission on the Agency's website;
- 22) Perform other assignments of the Agency's management.

### 3. Rights

8. Project manager for accreditation of technical and professional education organizations 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 quality assurance in the educational organizations;
- 7) Participate, as agreed, as an expert in the expert commissions of foreign accreditation and rating agencies;
- 8) Participate in working groups on issues of educational quality guarantee;
- 9) Has the right for qualification improvement.

### 4. Responsibility

9. Project manager for accreditation of technical and professional education organizations 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 this job description: \_\_\_\_\_