



Independent agency for  
accreditation rating

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

## **Job description of Project manager for institutional and specialized accreditation of higher education institutions**

1. This job description defines duties, rights and responsibilities of the Project manager for institutional and specialized accreditation of higher education institutions of Non-profit institution «the Independent Agency of Accreditation and Rating» (hereinafter – Project manager).

2. Project manager appointed and released from responsibilities by the Director of the Agency order, under the existing labour legislation.

3. Project manager reports directly to the Agency director and Science consultant of the Agency.

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

5. In its work, Project manager is guided by:

1) Legislative and other normative legal acts of the Republic of Kazakhstan, regulatory acts of the Ministry of Education and Science of the Republic of Kazakhstan;

2) Administrative documents of the Agency;

3) Rules of internal work regulations;

4) This job description.

5. Project manager should know:

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

2) State obligatory educational standards and specialized classifier;

3) Rules of accreditation of educational institutions;

4) Guideline on organization and conducting accreditation of educational organizations;

5) Procedure and requirements of conduct of State Accreditation Board of the MES RK;

6) Policy on State Accreditation Board of the MES RK;

7) Policy on external expert commission of the Agency;

8) Standards of institutional accreditation of educational organizations;

9) Standards of specialized accreditation of educational organizations;

10) Standards and recommendations of ESG;

11) Policy on the Expert Councils;

12) Policy on regulating expert activities of the Agency;

- 13) Guideline on organization and conducting external audit in the process of educational institutions accreditation;
  - 14) Guideline on conducting self-assessment of educational organizations;
  - 15) Article of Association of the Agency, orders and assignments, regulating his/her activities and present job description.
6. Project manager should have computer skills on Word, Excel, Power Point and Internet.
7. For business purposes, Project manager can have business trips.

## 2. Job responsibilities

10. Project manager should:
- 1) Plan and implement measures on institutional and specialized accreditation;
  - 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 and the MES RK;
  - 4) Develop project Schedule: external expert commissions visit to the educational organizations;
  - 5) Prepare schedules of seminars, review reports;
  - 6) Participate in the development of the internal regulatory framework, regarding accreditation of higher education institutions and educational programs;
  - 7) Participate in the development of standards for institutional and specialized accreditation (in the field of preparation);
  - 8) Develop methods and reference materials for quality assurance of national education;
  - 9) Organize training seminars in educational institutions 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;
  - 11) Coordinate formation of external expert commission members;
  - 12) Review reports on self-assessment of educational organizations;
  - 13) Request from the Agency observers information about higher education institutions, which they coordinate;
  - 14) Assist in formation of national experts database on higher education;
  - 15) Participate in the preparation of prospective and current activity plans of the Agency;
  - 16) Participate in the work of External Expert Commission (EEC) within institutional and specialized accreditation as an observer;
  - 17) Prepare documents for conducting visit of External expert commission;
  - 18) Provide necessary materials to the database of accredited educational institutions;
  - 19) Prepare information on accreditation of educational

organizations/educational programs;

20) Check and submit for Agency management approval forms for receiving statistical data about educational organizations;

21) Conduct analysis of conditions and higher education development tendencies in the Republic of Kazakhstan based on the results of accreditation of educational institutions and educational programs;

22) Prepare and regularly publish materials on the work of EEC on the Agency website;

23) Perform other assignments of the Agency's management.

### 3. Rights

11. Project manager 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 issues of education quality;

7) Participate, as agreed, as an expert in the expert commissions of foreign accreditation and rating agencies;

8) Participate in working groups on issue of educational quality providence;

9) Has the right for qualification improvement.

### 4. Responsibility

12. Project manager is responsible for:

1) Non-fulfillment (improper performance) of his/her duties under this job description, within 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: \_\_\_\_\_

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