



Independent agency for  
accreditation rating

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

### **Job description of Project manager of information-analytical work**

1. This job description defines the duties, rights and responsibilities of the Project manager of information-analytical work 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 labor legislation.

3. Project manager reports directly to the Agency director.

4. On the position of Project manager shall 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, Project manager 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) Project manager should know:

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

2) State obligatory educational standards and specialization classifier;

3) Policy on Accreditation Board;

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

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

6) Policy on external expert commission of the Agency;

7) Standards of institutional accreditation of educational organizations;

8) Standards of specialized accreditation of educational organizations;

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

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

11) Guideline on conducting self-assessment of educational organizations and educational programs;

12) Normative legal acts, policies, instructions, other managerial documents and documents on Agency records management;

- 13) Main provisions of records management system;
- 14) Structure of the Agency;
- 15) Procedure of controlling the passage of official documents and materials;
- 16) Basics of labor organization;
- 17) Rules of technical equipment usage;
- 18) Basics of labor law;
- 19) Rules of internal work regulations;
- 20) Rules and regulations of labor protection.
- 21) Article of Association of the Agency, orders and management 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 information-analytical activities of the Agency;
  - 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) Organize and conduct seminars on quality assurance;
  - 5) Participate in organization and conducting the work of the Accreditation Board;
  - 6) Organize the work of issuing Certificates of institutional/specialized accreditation of educational institutions;
  - 7) Cooperate with the Agency's experts;
  - 8) Prepare information on accreditation of educational organizations/educational programs;
  - 9) Coordinate the organization and consultation to members of expert group on the methodology of the survey conduction;
  - 10) Organize statistical data processing from educational organizations, feedback from employers and experts;
  - 11) Communicate with other structural units of the Agency, by the request of the management;
  - 12) Provide editorial-and-publishing activity of the Agency: release of periodic scientific publications and electronic editions;
  - 13) Develop, support of thematic publishing and news portals and websites;
  - 14) Ensure information exchange of the Agency and coordination of activities in the field of information exchange with other educational and research institutions;
  - 15) Provide expansion of the Agency's information links with the global information space on the basis of formation of own information environment;
  - 16) Provide information support activities with the participation of the Agency

in electronic and printed publications;

17) Facilitate the Agency's image improvement on international educational area;

18) 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 medical 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 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 issues of educational quality guarantee;

9) Has the right for qualification improvement.

### 4. Responsibility

12. Project manager 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: \_\_\_\_\_