



Independent agency for
accreditation rating

Job description of Project manager of institutional and specialized accreditation of Medical educational organizations

1. This job description defines the duties, rights and responsibility of the Project manager of institutional and specialized accreditation of Medical educational organizations of Non-profit institution «the Independent Accreditation and rating Agency» (hereinafter – Project manager).

2. Project manager is appointed on the position and released from responsibilities by the Agency director's order under the existing labor law.

3. Project manager reports directly to the Director.

4. 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 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.

6. Project manager of institutional and specialized accreditation of Medical educational organizations should know:

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

2) State obligatory educational standards and medical education specialization classifier;

3) Instructions on organization and conducting the accreditation of medical educational organizations;

4) Policy on State Accreditation Board of MES RK;

5) Policy on external expert commission of the Agency;

6) Standards of institutional accreditation of medical educational organizations;

7) Standards of specialized accreditation of medical educational organizations;

8) The code of ethics of the external accreditation expert;

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

10) Guideline on conducting self-assessment of medical educational organizations;

11) Methodical bases of ranging educational programs and medical educational organizations;

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

6. Project manager of institutional and specialized accreditation of Medical educational organizations 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 conduct activities on institutional and specialized accreditation of medical educational organizations;
- 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) Compose the project working plan and prepare reports;
- 5) Compose the schedules of seminars, control of visits of medical educational organizations, reports review, by external expert commissions;
- 6) Participate in the development of the legal framework of medical educational organizations accreditation and educational programs;
- 7) Participate in the development of medical standards for institutional and specialized accreditation in the field (field of study);
- 8) Participate in the development of teaching and reference materials for quality assurance of national education and ranging of educational programs and medical educational organizations;
- 9) Organize and conduct training seminars in medical 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 medical educational organizations;
- 11) Organize the work on registration and providing the Licenses of experts certification;
- 12) Provide information for the annual replenishment of the database of external experts (national, including employers, Alumni Associations, youth organizations);
- 13) Control the formation of external expert commission members;
- 14) Preparation of documents for the members of external experts commission;
- 15) Organize and coordinate the work of external experts commission of the Agency in the medical educational organizations;
- 16) Participate in the organization and conduct of the Accreditation Board work;
- 17) Form Accreditation portfolio of medical educational organizations;
- 18) Coordinate the organization and consultation to members of expert group on the methodology of the survey, data validation, etc.;
- 19) Control the organization of the Agency's experts work to verify the accuracy of the data submitted in accordance with questionnaires, including trips to the regions of Kazakhstan;

20) If necessary, to conduct the analysis of status and development tendencies of educational system in the Republic of Kazakhstan by the results of medical educational organizations accreditation;

21) Prepare materials on the work of EEC, Accreditation Board, on activities, related to accreditation of educational programs and educational organizations of RK for publication on the Agency's website;

22) Make contacts with the city and regional educational departments;

23) Communicate with other structural units of the Agency and MES RK, by the request of the management;

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

25) 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 medical 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-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



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- 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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