

Коммерциялық емес мекеме
«Білім беруді және
денсаулық сақтауды сапамен
қамту бойынша Еуразиялық
орталығы»



Некоммерческое Учреждение
«Евразийский Центр
Аккредитации и обеспечения
качества образования и
здравоохранения»

**NON-PROFIT INSTITUTION "EURASIAN CENTRE FOR ACCREDITATION AND
QUALITY ASSURANCE IN HIGHER EDUCATION AND HEALTH CARE"**

**JOB DESCRIPTION
ADVISER**

<i>Position</i>	<i>Signature</i>	<i>FULL NAME.</i>
Approved by:		
Director General		Sarsenbayeva S.S.

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1. GENERAL PROVISIONS

- 1.1. This job description is part of the organizational support for work with personnel Non-profit institution "Eurasian Centre for Accreditation and Quality Assurance in Higher Education and Health Care", hereinafter referred to as the "Institution".
- 1.2. This job description defines the organizational and legal status, the composition of job duties, the rights and responsibilities of the employee holding the position of "Adviser", which is in the structure (staff) of the Institution.
- 1.3. Adviser of the Institution belongs to the category of scientific and pedagogical personnel.
- 1.4. The Adviser of the Institution is appointed and dismissed from office by the order of the Director General of the Institution in the manner prescribed by the current labour legislation and internal regulatory documents of the Institution, on the basis of an employment contract concluded between the Adviser and the Director General.
- 1.5. In fulfilling the established duties, the Adviser of the Institution is guided by:
 - The Charter of the Institution;
 - Employment contract of the Director General of the Institution;
 - Internal Labour Regulations of the Institution;
 - legislative and other regulatory legal acts of the Republic of Kazakhstan, applicable standards, international norms, regulatory documents and methodological materials on issues related to the field of activity of the Institution;
 - approved internal regulatory documents of the Institution (regulations, instructions, rules, standards, and others);
 - decisions of the Accreditation Board of the Institution;
 - the minutes of the Expert Board of the Institution;
 - orders and orders of the Director General of the Institution;
 - this job description.
- 1.6. For the proper performance of his duties, the Adviser of the Institution must know and study:
 - directions of production and economic activities, profile, specialization, strategy and development prospects of the Institution;
 - the structure of the Institution, production and functional ties between the structural divisions of the Institution;
 - regulatory legal acts regulating the status of the Institution, specifics of labour regulation of employees of non-profit institutions;
 - contractual obligations of the Institution to third parties on issues related to the scope of the Institution;
 - Constitution of the Republic of Kazakhstan, Civil Code Of the Republic of Kazakhstan, the Criminal Code of the Republic of Kazakhstan, Labour Code Of the Republic of Kazakhstan, the Code of the Republic of Kazakhstan "On administrative offenses", The Code of the Republic of Kazakhstan "On people's health and the healthcare system", the laws of the Republic of Kazakhstan: "On education", "On science", "On the fight against corruption", "On languages in the Republic of Kazakhstan", "On general military duty and military service» And other normative legal acts regulating the functioning of state medical educational institutions;
 - Kazakhstani and international standards in the field of quality, legislative and other regulatory legal acts of the Republic of Kazakhstan, current international standards, regulatory documents and methodological materials on issues related to the field of activity of the Institution;
 - Strategic development plan of the Institution;
 - the basics of the educational process in healthcare and the accreditation of medical and pharmaceutical education, implemented in the Republic of Kazakhstan;
 - fundamentals of labour legislation of the Republic of Kazakhstan;
 - rules and norms of labour protection, safety, industrial sanitation, fire protection;

- organization of labour and management in the Institution;
- foundations of the theory of personnel management, sociology, psychology and labour motivation;
- operating systems of remuneration and forms of material incentives;
- rules for establishing business contacts, ethics and psychology of business communication and correspondence;
- the procedure for the development of business plans and commercial terms of agreements, agreements, contracts;
- the basics of organizing office work and business administration;
- information processing methods using modern software and hardware.

2. QUALIFICATION REQUIREMENTS

- 2.1. To an employee holding the position of an Adviser to the Institution, the following qualification requirements are imposed:
 - (a) Higher professional (preferably medical) education and work experience in the specialty for at least 5 years;
 - (b) Scientific degree (Doctor of Science is preferred);
 - (c) It is preferable to have command of the state language and command of the Russian language, which ensures the possibility of full use of the state language in the specialty within the framework of the position held, conducting business negotiations and working with documentation;
 - (d) Preferred knowledge of one of the foreign languages, providing an opportunity for professional cooperation with foreign educational institutions and international organizations;
 - (e) Availability of certificates in the field of education, examination of the quality of education, accreditation in the field of education.
- 2.2. Upon assuming the position provided for by this job description, the Adviser of the Institution confirms and guarantees that he is not prohibited from professional activity by a court verdict or medical opinion, and also that he does not have a criminal record that has not been cancelled in the manner prescribed by law, and what - any contraindications known to him that restrict or prohibit his labour activity in the position (profession) specified in this job description.

3. POSITION CHARACTERISTICS

- 3.1. The Adviser of the Institution reports directly to the Director General of the Institution.
- 3.2. The orders of the first head are obligatory for the Adviser of the Institution.
- 3.3. The Adviser is directly supervised by the Institution's Expert Board.
- 3.4. An Adviser coordinates the work of the Institution on development strategy, quality assurance and international cooperation.
- 3.5. The Adviser works closely with the International Cooperation Department and the Accreditation and Monitoring Department.

4. GOALS AND OBJECTIVES OF THE WORK

- 4.1. The main purpose of the Adviser is to advise the management of the Institution on development strategy, accreditation procedure and international cooperation of the Institution.
- 4.2. The work of the Adviser of the Institution should ensure the solution of the following main tasks:
 - Development, implementation and monitoring of the development strategy of the Institution;
 - Effective international cooperation;
 - Joining international and European networks and associations for quality assurance and accreditation;
 - Representation of the Institution at international events to ensure the quality of education and accreditation;

- An extensive base of international and national experts in the accreditation of health education;
- The quality of teaching materials for the organization and conduct of accreditation;
- Implementation of tasks in accordance with the laws in force in the Republic of Kazakhstan, regulatory legal acts and the program to ensure the quality of the activities of the Institution.

5. JOB RESPONSIBILITIES

5.1. An employee holding the position of an Adviser to the Institution is assigned the following job duties:

5.1.1. As part of the advisory work:

- Interaction with the Director General of the Institution on development strategy, international cooperation and accreditation within its competence;
- Participation in the development, implementation and monitoring of the strategic development plan of the Institution;
- Overseeing international cooperation issues, including interaction with international networks and quality assurance registries;
- Preparing the Institution to join international and European networks and associations for quality assurance and accreditation;
- Representation of the Institution at international events to ensure the quality of education and accreditation;
- Participation in expanding the base of international and national experts on accreditation of health education;
- Participation in training events held by the Institution;
- Organization of expert assessment of the quality of teaching materials for the organization and conduct of accreditation;
- Participation in the accreditation procedures for educational organizations and educational programs in the field of health care;
- Participation in meetings of the Accreditation Board of the Institution as a full member of this board;
- Supervising the activities of the Expert Board of the Institution on the methodological support of accreditation procedures;

5.1.2. As part of work with the staff of the Institution:

- development and submission to the Director General of proposals for improving the organizational structure and personnel of the Institution;
- participation in professional development of employees of the Institution.

5.2. Adviser of the Institution is obliged:

- 5.2.1. In carrying out their duties, follow the program to ensure the quality of the activities of the Institution.
- 5.2.2. Constantly improve your professional, intellectual and creative level, steadily increase the indicators of your labour efficiency.
- 5.2.3. Ensure the proper implementation of the orders of the Director General on issues related to the scope of the institution.
- 5.2.4. Ensure the proper functioning of the Expert Board of the Institution.
- 5.2.5. Participate in the meetings of the Accreditation Board as a full member of the Board.
- 5.2.6. Comply with the requirements of the internal regulatory documents of the Institution on issues related to the scope of its activities.
- 5.2.7. When performing any types of work outside the Institution, ensure the possibility of operational communication with the Institution and inform the Director General of his location.
- 5.2.8. Ensure the timely provision of documentation and reporting required by the CEO.
- 5.2.9. Immediately inform the Director General:

- (a) if there is a need for any documents, means, materials or resources (labour, material, financial and others) for the proper performance of their duties;
 - (b) in the event of any emergency situations or problems that complicate or make it impossible to perform their official duties or individual tasks;
 - (c) upon detection of facts of violation of safety, fire and sanitary rules that pose a threat to the activities of the Institution, its employees, students and visitors;
 - (d) about any (including possible) problems in relations with third parties (customers, partners, state supervision and control bodies, and others), in order to jointly discuss emerging problems and issues, develop acceptable solutions and prevent possible conflicts.
- 5.2.10. Ensure the rational and proper use of the material and technical resources allocated to the Institution.

5.3. Adviser of the Institution is prohibited from:

- 5.3.1. Pursue your personal and selfish goals when performing official duties.
- 5.3.2. Receive personally or through an intermediary material remuneration in the form of money, gifts and other material benefits from employees, students and other persons for the performance by the Adviser of the Institution of actions, if such actions are part of the official duties of the Adviser of the Institution, and either if the Adviser of the Institution, in force of official position, can facilitate such actions, as well as for general patronage or connivance at work.
- 5.3.3. When working in other organizations or when running your own business, use any intellectual property and material and technical resources belonging to the Institution.

6. THE RIGHTS

- 6.1. Adviser of the Institution has the right:
 - 6.1.1. Get acquainted with the draft decisions of the Director General and participate in the discussion of issues related to the work of the Institution, where necessary.
 - 6.1.2. Submit proposals for improving the work of the Institution for consideration by the Director General.
 - 6.1.3. Require the Director General to create the necessary conditions for the full performance of the tasks and functions assigned to the Institution, to assist in the performance of their official duties and in the exercise of the rights provided for by this job description.
 - 6.1.4. To get acquainted with complaints and other documents containing an assessment of his work and the work of the Institution, to give explanations on them.
 - 6.1.5. Request and receive from the heads of structural divisions and individual officials of the Institution information, documents and materials under their jurisdiction, required by the Adviser of the Institution to perform their duties, subject to prior agreement with the Director General.
 - 6.1.6. By prior agreement with the Director General of the Institution, give the employees of the Institution binding instructions and orders on the work they perform and require employees to fulfil them.
 - 6.1.7. To systematically improve your professional qualifications.
 - 6.1.8. Refuse to fulfil personal and other orders of the Director General that do not correspond to the specifics of the position held by the Adviser of the Institution and are not related to the range of official duties of the Adviser of the Institution.
 - 6.1.9. The Adviser of the Institution also has other rights granted to the employee by the labour legislation of the Republic of Kazakhstan, the labour contract and the internal regulatory documents of the Institution.

7. RESPONSIBILITY

- 7.1. The Adviser of the Institution is personally responsible for:

- 7.1.1. Failure to fulfil and / or improper fulfilment of their official duties, labour and professional obligations provided for by the Labour Code of the Republic of Kazakhstan, this job description and an employment contract concluded with an Adviser.
- 7.1.2. Failure to comply with personal labour and performance discipline.
- 7.1.3. Inconsistency of the results of the work performed by the Adviser with the requirements established by these job descriptions.
- 7.1.4. Providing the Director General and the Founder of the Institution, as well as authorized officials of the state control and supervision bodies, with irrelevant, incomplete and / or inaccurate information on matters within the scope of his official duties.
- 7.1.5. Late provision of the established reporting required by the Director General, improper reporting, incompleteness or inaccuracy of the information contained therein.
- 7.1.6. Failure to take the necessary measures to ensure the safety of confidential information, official documents and material assets held by the Institution, and to prevent unauthorized access to them by third parties.
- 7.1.7. Inadequate execution and maintenance of the Service documentation of the Institution.
- 7.1.8. Failure to take the necessary measures, including untimely notification of the Director General, to suppress the identified violations of safety, fire and sanitary rules that threaten the activities of the Institution, its employees and visitors.
- 7.1.9. Irrational use of the material resources allocated to the Institution.
- 7.2. The Adviser of the Institution is also liable in other cases provided for by the current legislation of the Republic of Kazakhstan, the labour contract and internal regulatory documents of the Institution.
- 7.3. For non-fulfilment / improper fulfilment of his official duties, the Adviser of the Institution bears disciplinary responsibility and may be dismissed from his position in the manner prescribed by the current legislation of the Republic of Kazakhstan on labour and the labour contract.
- 7.4. For offenses committed in the course of his activities, the Adviser of the Institution bears responsibility within the limits established by the current administrative, criminal and civil legislation of the Republic of Kazakhstan.
- 7.5. In the event that his actions (or inaction) cause losses to the Institution, the Adviser of the Institution shall compensate for the losses caused in the manner prescribed by the current legislation of the Republic of Kazakhstan and the labour contract.

8. FINAL PROVISIONS

- 8.1. This job description is obligatory provided for familiarization with the employee holding the position of "Adviser" and is an integral part of the employment contract concluded with him.
- 8.2. The signature of the Adviser of the Institution in the "Familiarization Sheet" attached to this job description means that he is familiar with and agrees with the provisions established by this job description.
- 8.3. Changes and additions to this job description are introduced in accordance with the established procedure by order of the Director General or another authorized official of the Institution and are brought to the attention of the interested officials of the Institution.
- 8.4. This job description comes into force from the date of its approval and is valid until it is cancelled in accordance with the established procedure by the Director General or other authorized official of the Institution.

ATTACHMENT 1

CHANGE REGISTRATION SHEET

[illegible]

APPENDIX 2

REFERENCE LIST

with the job description of the Adviser of the "Eurasian centre for accreditation and quality assurance in higher education and health care"

Full name	POSITION	THE DATE	SIGNATURE
Nurmanbetova Farida	Adviser	05.02.2026	