**Director of the Institute / Head of the School:** higher and/or postgraduate education relevant to the area of ​​training, academic degree (PhD, DSc, PhD), academic title (professor, associate professor, associate professor) awarded by an authorized body, work experience in senior positions in educational institutions or in the specialty for at least 5 years or in the specialty for at least 15 years, a certificate (certificate) of completion of advanced training courses in education management (over the past 3 years), scientific articles over the past 5 (five) years in international peer-reviewed scientific journals included in Q1-Q4 according to Journal Citation Reports Web of Science or having a Cite Score indicator (percentile) of at least 25, in the relevant scientific field, in the Scopus database, scientific publications in domestic scientific journals recommended by the authorized body and in international scientific publications and educational and methodological works relevant to the area of ​​training institute and professional certificates in the training profile for the last 3 years (at least 72 hours per 1 course).

Ability to develop program documents, projects, educational programs, developed skills in commercialization and attracting external and internal resources to implement the tasks facing the institute, skills in working with office programs, developed leadership, analytical and communication skills, the ability to create effective business relationships in the entrusted team, strategic thinking.

***Preferably***: knowledge of a foreign language not lower than level B2 (confirmed by a valid international certificate).

**Deputy Director of the Institute for Academic Work / Deputy Head of the School:** higher and/or postgraduate education corresponding to the field of training, academic degree (Candidate of Sciences, Doctor of Philosophy (PhD)), academic title (professor, associate professor (associate professor), associate professor) awarded by the authorized body / academic degree PhD of the relevant field of training, work experience in managerial positions in educational organizations, at least 3 years of experience in scientific and pedagogical work or work in organizations in the field of professional activity (in the specialty), or at least 10 years of work experience in production in the specialty, or if there is a title of "Honored Worker of Culture", "Honored Worker of Art", membership in creative unions with at least 10 years of experience. Availability of scientific publications in republican scientific journals recommended by the authorized body, in international scientific journals and educational and methodological publications corresponding to the direction of training of the institute, availability of professional certificates in the field of training for the last 3 years (at least 72 hours for 1 year). Skills in working with office programs, skills in preparing analytical and reference information, developed interpersonal and communication skills, leadership and organizational qualities, strategic thinking.

***Preferably:*** а diploma from a university included in the TOP-500, a diploma obtained under the Bolashak program, knowledge of a foreign language at a level not lower than B2 (confirmed by a valid international certificate).

**Deputy Director of the Institute for Scientific Work:** higher and/or postgraduate education corresponding to the direction of training, academic degree (Ph.D., Doctor of Science, Doctor of Philosophy (PhD)) / academic title (professor, associate professor (associate professor), associate professor) awarded by the authorized body / academic degree of PhD, experience of scientific and pedagogical work or work in senior positions in educational organizations or work in organizations on the at least 3 years of professional activity (in the specialty), or at least 10 years of work experience in production (in the specialty). Availability of scientific publications in republican scientific journals recommended by the authorized body, in international scientific journals and educational and methodological publications in the relevant field of training. Availability of professional certificates in the field of training over the past 3 years (at least 72 hours for 1 year), experience in attracting scientific projects funded by government agencies, local government bodies () and business entities, experience in working and consulting on working with bibliometric databases Scopus, Web of Science and other electronic resources. Skills in working with office programs, skills in preparing analytical and reference information, developed interpersonal and communication skills, leadership and organizational qualities, strategic thinking.

***Preferably:*** a diploma from a university included in the TOP-500, a diploma obtained under the Bolashak program, knowledge of a foreign language at a level not lower than B2 (confirmed by a valid international certificate).

**Head of the Department / Head of the Educational Program:** higher and/or postgraduate education corresponding to the educational and scientific profile of the Department, academic degree (Candidate of Sciences, Doctor of Sciences, Doctor of Philosophy (PhD) / academic title (Professor, Associate Professor (Associate Professor), Associate Professor) awarded by the authorized body or academic degree PhD. Experience in scientific and pedagogical work or work in the field of professional activity for at least 7 years, or work experience in production in the specialty - at least 10 years. Availability of professional certificates in the field of training, a certificate of management in education for the last 3 years (at least 72 hours for 1 course). Skills in working with office programs, skills in preparing analytical and reference information, developed interpersonal and communicative skills, leadership and organizational qualities, skills in developing educational programs, projects, skills in attracting external, third-party resources to implement the tasks facing the department, and various projects.

***Preferably:*** At least 2 publications in scientific journals included in Q1-Q2 according to the Journal Citation Report impact factor or having a percentile of at least 50 according to CiteScore over the past 3 years; at least 2 publications in scientific journals included in the Journal Citation Report impact factor in Q1-Q2 or having a percentile of at least 500 according to the CiteScore database; as well as a university diploma obtained under the Bolashak program, knowledge of a foreign language at a level not lower than B2 (confirmed by a valid international certificate).

**Professor: in the field of natural and technical sciences:** higher and/or postgraduate education corresponding to the direction of training, the presence of an academic degree (Candidate of Sciences, Doctor of Sciences, Doctor of Philosophy (PhD)) and the academic title of professor awarded by the authorized body. The presence of at least 5 years of experience in scientific and pedagogical activities and/or the presence of work experience in the specialty, the profile of which corresponds to the direction of training for at least 10 years. Availability of professional certificates in the field of training for the last 3 years (at least 72 hours for 1 year), as well as certificates of advanced training in the field of IT competencies and online training methods in the profile of the field of training for the last 3 (three) years in the amount of at least 72 (seventy-two) hours per course of study;

**in the field of art and informatics:** higher and/or postgraduate education corresponding to the direction of training, the presence of an academic degree (Candidate of Sciences, Doctor of Sciences, Doctor of Philosophy (PhD)) / honorary title and (or) laureates of the state award in the field of art, architecture, physical culture and sports and the presence of the academic title of professor awarded by the authorized body. At least 5 years of experience in scientific and pedagogical activities and/or work experience in the field of specialty, the profile of which corresponds to the direction of training for at least 10 years. Availability of recognized achievements, creative and exhibition works. Availability of professional certificates in the field of training for the last 3 years (at least 72 hours for 1 course), as well as for teachers with basic IT education - completion of courses on the methodology of online learning over the past 3 (three) years for at least 36 (thirty-six) hours per course of study. Ability to use office and special programs, ability to develop educational programs, documents, participation in the work of dissertation councils, supervision of doctoral students, applicants for an academic degree who defended their dissertations in the Republic of Kazakhstan or abroad, availability of published and recommended textbooks, manuals, monographs, patents, management of international and republican scientific, scientific and technical programs and grant financing projects.

***Preferably:*** At least 3 publications corresponding to the direction of personnel training in scientific journals included in the Journal Citation Report impact factor in Q1-Q2 or having a percentile of at least 50 according to CiteScore, the presence of a Hirsch index in the Scopus database or Web of Science of at least 2, a university diploma included in the TOP-500, a diploma obtained under the Bolashak program, knowledge of a foreign language at a level not lower than B2 (confirmed by a valid international certificate), availability of an implemented scientific result under an agreement with foreign and/or republican organizations over the past 5 years. For foreign professors who have publications in scientific journals, are included in the Journal Citation Report in Q1 by impact factor or have a percentile of at least 75 according to CiteScore, there is no requirement to have an academic title.

**Associate Professor (Associate Professor):** **in the field of natural and technical sciences:** higher and/or postgraduate education corresponding to the field of training, academic degree (Candidate of Sciences, Doctor of Sciences, Doctor of Philosophy (PhD in the profile)) and the academic title of Associate Professor (Associate Professor) awarded by the authorized body. At least 5 years of experience in scientific and pedagogical activities and/or work experience in the specialty, profile which corresponds to the direction of training for at least 10 years. Availability of professional certificates in the field of training for the last 3 years (at least 72 hours for 1 year), as well as certificates of advanced training in the field of IT competencies and in the methodology of online training in the profile of the field of training for the last 3 (three) years in the amount of at least 72 (seventy-two) hours per course of study.

**in the field of art and informatics:** higher and/or postgraduate education corresponding to the direction of training, academic degree (Candidate of Sciences, Doctor of Sciences, Doctor of Philosophy (PhD in the profile)) / honorary title and (or) laureates of the state award in the field of art, architecture, physical culture and sports and the academic title of associate professor (associate professor) awarded by the authorized body. Experience in scientific and pedagogical activities at least 5 years and/or work experience in the specialty, the profile of which corresponds to the direction of training for at least 10 years. Availability of recognized achievements, creative and exhibition works. Availability of professional certificates in the field of training for the last 3 years (at least 72 hours for 1 course), as well as for teachers with basic IT education - completion of courses on the methodology of online learning over the past 3 (three) years for at least 36 (thirty-six) hours per course of study. Skills in working with office and special programs, skills in analyzing needs and developing educational programs, manuals, textbooks, methodological recommendations, educational and scientific projects, taking into account the specifics of the educational program being implemented.

***Preferably:*** at least 3 publications in scientific journals included in the Journal Citation Report impact factor in Q1-Q3 or having a percentile of at least 35 according to CiteScore, the presence of a Hirsch index of at least 3 in the Scopus or Web of Science database, the availability of published and recommended textbooks, manuals, monographs, patents, management of international and national scientific, scientific and technical programs and grant funding projects, the presence of an implemented scientific result under an agreement with foreign and/or republican organizations over the past 5 years, a diploma from a university included in the TOP-500, a diploma obtained under the Bolashak program, knowledge of a foreign language at a level not lower than B2 (confirmed by a valid international certificate).

**Senior lecturer** higher education (specialist, 5 years) and/or postgraduate education in the scientific and pedagogical direction, corresponding to the direction of training, experience of scientific and pedagogical work at least 3 years as a teacher or practical work experience in production (in the specialty) of at least 5 years. If there is an academic degree of Candidate of Sciences, Doctor of Philosophy (PhD in the profile), corresponding to the direction of training, the length of service scientific and pedagogical activities for at least 1 year, or practical work experience in the specialty (profile of activity) for at least 5 years. Availability of professional certificates in the field of training for the last 3 years (at least 72 hours for 1 course), as well as for teachers with basic IT education - completion of courses on the methodology of online learning over the past 3 (three) years for at least 36 (thirty-six) hours per course of study. The candidate must know the methods of searching, collecting, storing, processing, providing, disseminating information necessary for the implementation of research activities, have the skills to organize and conduct educational, educational and methodological work on the discipline taught or certain types of classes, develop working curricula, teaching aids, supervise bachelor's theses, diploma theses / projects of reading specialists’ lectures and examinations.

***Preferably:*** the presence of publications in scientific journals indexed in the Scopus and (or) Web of Science databases (including co-authorship) in journals with a non-zero impact factor, the presence of publications cited in international databases, educational, scientific and methodological publications, monographs (at least one in 5 years, including those written in co-authorship), the presence of the Hirsch index in the Scopus or Web of Science database. Knowledge of a foreign language at a level not lower than B2 (confirmed by a valid international certificate).

**Lecturer:** higher and/or postgraduate education in the scientific and pedagogical direction corresponding to the direction of training, at least 1 year of scientific and pedagogical experience, or at least 2 years of practical work experience in the field of activity (in the specialty).

Availability of professional certificates in the field of training for the last 3 years (at least 72 hours for 1 course), as well as for teachers with basic IT education - completion of courses on the methodology of online learning over the past 3 (three) years for at least 36 (thirty-six) hours per course of study. The candidate must know the methods of searching, collecting, storing, processing, providing, disseminating information necessary for the implementation of research activities, have the skills to organize and conduct educational and methodological work on the types of classes and educational work.

***Preferably:*** the presence of articles (at least 3, including co-authorship) in journals with a non-zero impact factor, the presence of cited in international databases, educational, scientific and methodological publications, monographs (at least one in 5 years, including those written in co-authorship), knowledge of a foreign language at a level not lower than B2 (confirmed by a valid international certificate).

**Assistant:** higher and/or postgraduate education in the scientific and pedagogical direction, corresponding to the direction of training Experience in the specialty of at least 2 years (for specialists). If you have an academic master's degree, there are no requirements for experience.

**Preferably:** Availability of professional certificates in the field of training for the last 3 years (at least 72 hours for 1 course), as well as for teachers with basic IT education - completion of courses on the methodology of online learning for the last 3 (three) years at least 36 (thirty-six) hours per course, knowledge of a foreign language at a level not lower than B2 (confirmed by a valid international certificate).