**Director of the Institute:** the presence of higher and/or postgraduate education corresponding to the field of personnel training, the presence of an academic degree (candidate of science, doctor of science, doctor of philosophy (PhD), the presence of an academic title (professor, associate professor, docent) awarded by the authorized body, work experience in senior positions in educational institutions or in the specialty for at least 5 years or in the specialty – at least 15 years, a certificate (diploma) of completion of advanced training courses in education management (within the last 3 years), the presence of scientific articles for the last 5 (five) years in international peer-reviewed scientific journals, included in Q1-Q4 according to Journal Citation Reports Web of Science or having the Cite Score of at least 25, in the relevant scientific field, in Scopus database, the availability of scientific publications in domestic scientific journals recommended by the authorized body and in international scientific publications and educational and methodological works corresponding to the direction of Institute's personnel training and the availability of professional certificates in the field of personnel training for the last 3 years (at least 72 hours per 1 course).

The ability to elaborate program documents, projects, degree programs, developed skills in commercialization and attracting the 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 at least B2 level (confirmed by a valid international certificate).

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

**in the field of art and informatics:** the presence of higher and/or postgraduate education corresponding to the field of personnel training, the presence of an academic degree (candidate of science, doctor of science, doctor of philosophy (PhD)) / honorary title and (or) laureates of state awards in the field of art, architecture, physical culture and sports and the academic title of professor assigned by the authorized body. The presence of at least 5 years of experience in scientific and pedagogical activity and / or the presence of work experience in a specialty whose profile corresponds to the direction of training for at least 10 years. The presence of recognized achievements, creative and exhibition works. Availability of professional certificates in the field of personnel training for the last 3 years (at least 72 hours per 1 course), as well as for teachers with basic IT education - taking courses on the online learning methodology for the last 3 (three) years for at least 36 (thirty-six) hours per course of study.

***Common requirements:*** The ability to use office and special programs, the ability to elaborate the degree programs, documents, participation in the work of dissertation councils, leadership of doctoral students, degree seekers who defended their dissertations in the Republic of Kazakhstan or abroad, the availability of published and recommended textbooks, manuals, monographs, patents, leadership of international and republican scientific, scientific and technical programs and grant financing projects.

***Preferably:*** The presence of at least 3 publications corresponding to the direction of personnel training, in scientific publications included in the impact factor Journal Citation Report in Q1-Q2 or having a percentile of at least 50 according to CiteScore, the presence of Hirsch index according to Scopus database or Web of Science at least 2, a university diploma included in the TOP-500, a diploma obtained under “Bolashak” program, knowledge of a foreign language at least B2 (confirmed by a valid international certificate), the presence of an embedded 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 included in the impact factor in Journal Citation Report in Q1 or who have a percentile of at least 75 according to CiteScore, there is no requirement for an academic title.

**Research Professor:** the presence of higher and/or postgraduate education corresponding to the field of personnel training, the presence of an academic degree (candidate of science, doctor of science, doctor of philosophy (PhD)) and the presence of the academic title of professor assigned by the authorized body. The experience of scientific and pedagogical activity for at least 10 years, including at least three years of managing their own scientific project and experience in training scientific personnel with a CiteScore percentile index of at least 35 (thirty-five) and a Hirsch index of at least 3 for scientists of a naturaltechnical profile and at least 2 for scientists of a socio-humanitarian profile based on Scopus or Web of Science database (without self-citation), experience in active research, at least 3 scientific publications over the past 3 years in international peer-reviewed scientific journals Q1, Q2 and Q3 (or with a percentile of at least 35) indexed in Scopus and (or) Web of Science databases, experience in attracting the external, third-party resources for executing the scientific projects, the ability to develop documents and research projects, high communication, organizational, leadership skills, certificates of advanced training in accordance with the profile of the disciplines taught over the past 5 years.

***Preferably:*** knowledge of a foreign language at a level not lower than C1 (confirmed by a valid international certificate).

**Associate Professor (Associate Professor):** **in the field of natural and technical sciences:** the presence of higher and/or postgraduate education corresponding to the field of personnel training, the presence of an academic degree (candidate of science, doctor of science, doctor of philosophy (PhD in profile)) and the academic title of associate professor (docent), awarded by the authorized body. The presence of at least 5 years of experience in scientific and pedagogical activity and / or the presence of work experience in a specialty whose profile corresponds to the direction of training for at least 10 years. Availability of professional certificates in the field of personnel training for the last 3 years (at least 72 hours per 1 course), as well as certificates of advanced training in the field of IT competencies and online training methods in the field of personnel training for the last 3 (three) years in the amount of at least 72 (seventy-two) hours per the course of study.

**in the field of art and computer science:** the presence of higher and/or postgraduate education corresponding to the field of personnel training, the presence of an academic degree (candidate of science, doctor of science, doctor of philosophy (PhD in profile)) in 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 (docent) awarded by the authorized body. The presence of at least 5 years of experience in scientific and pedagogical activity and / or the presence of work experience in a specialty whose profile corresponds to the direction of training for at least 10 years. The presence of recognized achievements, creative and exhibition works. Availability of professional certificates in the field of personnel training for the last 3 years (at least 72 hours per 1 course), as well as for teachers with basic IT education - taking courses on the online learning methodology for the last 3 (three) years for at least 36 (thirtysix) hours per course of study.

***Common requirements:*** Skills in working with office and special programs, skills in analyzing needs and elaborating the degree programs, textbooks, manuals, methodological recommendations, educational and scientific projects, taking into account the specifics of the degree program being implemented.

***Preferably:*** the presence of at least 3 publications in scientific publications included in 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 according to Scopus or Web of Science database, the presence of published and recommended textbooks, manuals, monographs, patents, management of international and republican scientific, scientific and technical programs and grant financing projects, availability of an implemented scientific result under an agreement with foreign and/or republican organizations over the past 5 years, university diploma, one of the TOP-500, a diploma obtained under “Bolashak” program, knowledge of a foreign language at a level not lower than B2 (confirmed by a valid international certificate).

**Senior Lecturer** higher education (specialty, 5 years) and / or postgraduate education in the scientific and pedagogical direction corresponding to the direction of personnel training, experience of scientific and pedagogical work for at least 3 years as a teacher or experience of practical work in production (specialty) for at least 5 years. At presence of an academic degree of candidate of sciences, doctor of philosophy (PhD in profile) corresponding to the field of training, the experience of scientific and pedagogical activity is at least 1 year, or the experience of practical work in the specialty (profile of activity) is at least 5 years. Availability of professional certificates in the field of personnel training for the last 3 years (at least 72 hours per 1 course), as well as for teachers with basic IT education - taking courses on the online learning methodology for the last 3 (three) years for at least 36 (thirty-six) hours per course of study. Candidate must know the methods of searching, collecting, storing, processing, providing, distributing the information necessary for executing the research activities, have the skills to organize and conduct educational, educational and methodological work on the taught discipline or certain types of training sessions, develop work curricula, teaching aids, management of bachelor's final qualifying works, diploma theses the works / projects of specialists lecturing and conducting the exams.

***Preferably:*** the presence of publications in scientific journals indexed in Scopus and (or) Web of Science databases (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 the number of co-authored works), the presence of Hirsch index in Scopus or Web of Science database. Knowledge of a foreign language at least B2 level (confirmed by a valid international certificate).

**Lecturer:** the presence of higher and / or postgraduate education in the scientific and pedagogical direction corresponding to the direction of personnel training, the experience of scientific and pedagogical activity for at least 1 year, or the experience of practical work in the field of activity (specialty) for at least 2 years. Availability of professional certificates in the field of personnel training for the last 3 years (at least 72 hours per 1 course), as well as for teachers with basic IT education - taking courses on the online learning methodology for the last 3 (three) years for at least 36 (thirty-six) hours per course of study. Candidate must know the methods of searching, collecting, storing, processing, providing, distributing the information necessary for carrying out the research activities, have the skills to organize and conduct educational and methodological work on the types of classes and academic 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:** the presence of 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). At the presence of an academic master's degree, there are no work experience requirements.

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