**Deputy Director of Institute for Academic Work / Deputy head of School:** the presence of higher and/or postgraduate education corresponding to the field of training, the presence of an academic degree (candidate of science, doctor of philosophy (PhD)), academic title (professor, associate professor, docent, awarded by the authorized body / academic degree PhD corresponding areas of training, work experience in senior positions in educational organizations, the experience of scientific and pedagogical work or work in organizations in the field of professional activity (specialty) is at least 3 years, or work experience in production in the specialty for at least 10 years, or at the presence of "Honored Worker of Culture", "Honored Art Worker" title, membership in creative unions with at least 10 years of work experience. Availability of scientific publications in republican scientific journals recommended by the authorized body, in international scientific publications and educational and methodological publications corresponding to the direction of training of Institute, availability of professional certificates in the profile of training for the last 3 years (at least 72 hours per 1 course). Skills of working with office programs, analytical and reference information preparation skills, developed interpersonal and communicative abilities, leadership and organizational qualities, strategic thinking.

***Preferably:*** a diploma from a university in the TOP-500, a diploma obtained under “Bolashak” program, knowledge of a foreign language at least B2 (confirmed by a valid international certificate).

**Deputy Director of Institute for scientific work:** 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)) / academic title (professor, associate professor (associate professor), associate professor) awarded by an authorized body / academic degree PhD, experience scientific and pedagogical work or work in senior positions in educational organizations or work in organizations in the field of professional activity (specialty) for at least 3 years, or work experience in production (in the specialty) for at least 10 years. Availability of scientific publications in republican scientific publications recommended by the authorized body, in international scientific publications and educational and methodological publications in the relevant field of training. Availability of professional certificates in the field of personnel training for the last 3 years (at least 72 hours per 1 course), experience in attracting the research projects funded by government agencies, local government agencies (LGA) and business entities, work experience and consulting on working with Scopus bibliometric databases, Web of Science and other electronic resources. Skills of working with office programs, analytical and reference information preparation skills, developed interpersonal and communicative abilities, leadership and organizational qualities, strategic thinking.

***Preferably:*** a diploma from a university in the TOP-500, a diploma obtained under “Bolashak” program, knowledge of a foreign language at least B2 (confirmed by a valid international certificate).

**Head of Department / Head of the degree program:** the presence of higher and / or postgraduate education corresponding to the educational and scientific profile of Department, the presence of an academic degree (candidate of science, doctor of science, doctor of philosophy (PhD)) / academic title (professor, associate professor, docent) awarded by the authorized body or an academic PhD degree. The experience of 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 personnel training, management in education certificate for the last 3 years (at least 72 hours per 1 course). Skills of working with office programs, analytical and reference type information preparation skills, developed interpersonal and communicative abilities, leadership and organizational qualities, skills in elaborating the degree programs, projects, skills in attracting external, third-party resources to implement the tasks facing the department and various projects.

***Preferably:*** The presence of at least 2 publications in scientific journals included in Journal Citation Report impact factor in Q1-Q2 or having a percentile of at least 50 according to CiteScore over the past 3 years; the presence of Hirsch index according to Scopus database or Web of Science over the past 5 years (excluding self-citation) at least 2, the presence of a diploma from a university in the TOP500, as well as a diploma from a university obtained under “Bolashak” program, knowledge of a foreign language at least B2 (confirmed by a valid international certificate).