**Deputy Director of the Institute for Academic affairs:** higher education, academic degree / academic title / PhD degree in a relevant field, at least 3 years of work experience in management positions in educational organizations and/ or specialty/ or honored workers of culture, art, members of creative unions with at least 10 years of experience. Office software skills, analytical and reference type information preparation skills, well-developed interpersonal and communication skills, leadership and organizational skills, strategic thinking.

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

**Head of the Department:** academic degree or title, skills in working with office programs, skills in preparing information of an analytical and reference type, developed interpersonal and communication skills, leadership and organizational qualities, skills in developing educational programs, projects, skills in attracting external, third-party resources for the implementation of tasks standing in front of the department, and various projects, work experience of at least 7 years in teaching positions or in the scientific field.

*Preferably:* At least 2 publications in scientific journals that are included in the Journal Citation Report impact factor in Q1-Q2 or have a CiteScore percentile of at least 50 for the last 3 years; the presence of the Hirsch index according to the Scopus or Web of Science database of at least 2. 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 (documented).

**Research professor**: academic degree, academic title, experience in scientific and pedagogical activity for at least 10 years, including at least three years of managing their own scientific project and expertise in training scientific personnel, the h-index of at least 3 for scientists of the natural-technical profile and at least 2 for scientists of the socio-humanitarian profile according to the Scopus or Web database of Science (excluding self-citations), active research experience, at least 3 scientific publications for over the past 3 years in international peer-reviewed scientific journals Q1, Q2 and Q3 (or a percentile of at least 35), indexed in Scopus and (or) Web of Science databases, experience in attracting external, third-party resources for the implementation of scientific projects, the competence to develop documents and research projects, high communication, organizational, leadership skills, certificates of advanced training in accordance with the profile of the disciplines taught for over the past 5 years.

*Preferably:* good command of a foreign language at a level not lower than C1 (confirmed by a proper document).

**Associate professor (associate professor):** academic degree, at least 7 years of experience in the scientific and pedagogical activity, or a leading position in the field with at least 15 years of work experience in this specialty. Skills in working with office and special programs, skills in analyzing needs and developing educational programs, teaching aids, textbooks, guidelines, and educational and scientific projects, taking into account the specifics of the educational program being implemented.

*Preferably:* the presence of at least 3 publications in scientific journals that are included in the Journal Citation Report impact factor in Q1-Q3 or have a percentile of at least 35 according to CiteScore, the presence of an H-index according to the Scopus or Web of Science database, the presence of published and recommended textbooks, textbooks, monographs, patents, management of international and republican 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, diploma, obtained under the Bolashak program, knowledge of a foreign language at a level not lower than B2 (documented). The title of associate professor of the Higher Attestation Commission.

**Senior Lecturer:** higher education (specialty, 5 years), higher postgraduate education in the scientific and pedagogical direction, experience in scientific and pedagogical activities for at least 3 years as a lecturer, if there is the academic degree of Candidate of Sciences (Ph.D. in profile), the experience in scientific and pedagogical activities for at least 1 year, or experience of practical work in the specialty (profile of activity) for at least 5 years. The candidate must know the methods of searching, collecting, storing, processing, providing, and distributing information necessary for the implementation of research activities, and have the competence to organize and conduct educational, educational, and methodological work on the discipline taught or certain types of training sessions, develop working curricula, methodological manuals, supervise the bachelors’ final qualifying works, diploma works /projects of specialists, lectures and exams.

*Preferably:* the availability of publications in scientific editions indexed in the Scopus and (or) Web of Science databases (including co-authorship), in journals with a non-zero impact factor, the availability of educational, scientific, and methodological publications, monographs cited in international databases (at least one in 5 years, including, co-authored), the availability of the h-index in the Scopus or Web of Science database, a certificate/-s of advanced training in the disciplines read over the past 3 years in the amount of at least 72 hours, good command of a foreign language at a level not lower than B2 (documented).

**Lecturer:** higher education (specialty degree, 5 years), higher postgraduate education in the scientific and pedagogical direction, at least 1 year of scientific and pedagogical experience, or at least 2 years of practical work experience in the specialty (activity profile). The candidate must know the methods of searching, collecting, storing, processing, providing, and disseminating information necessary for the implementation of research activities, and have the skills to organize and conduct educational and methodological work by the types of classes and educational work.

*Preferably:* the presence of articles (at least 3, including co-authors) 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), certificate/s of advanced training in readable disciplines for the last 3 years in the amount of at least 72 hours, knowledge of a foreign language at a level not lower than B2 (documented).

**Assistant:** must have a higher education with at least 2 years of experience in the specialty or an academic master's degree.