

Vice President of Academic Affairs

Company:

KIMEP University

Location:

Kazakhstan / Almaty

Discipline:

Employment Type:

Permanent Full-time

Posted:

26/05/2026

Contact Person:

If you wish to apply for this position, please specify that you saw it on AKADEUS.

Job Title: Vice President of Academic Affairs

Division: Academic Affairs

Position reports to: President

Job Purpose Summary:

The Vice President of Academic Affairs is the Chief Academic Officer of the university. The Vice President of Academic Affairs serves on the university's leadership team and works with the President, the Provost, the Vice Presidents, the deans of the academic programs, and various university councils and committees to carry out the mission of the university. The Vice President of Academic Affairs represents the university to external constituencies in a manner determined by the President. The Vice President of Academic Affairs also represents the academic division to the President's Cabinet and the Board of Directors. The Vice President of Academic Affairs is responsible for all operations of the university related to academic leadership, curriculum, personnel management for the academic division, budget planning and fiscal management for the academic division. The Vice President of Academic Affairs supports and works in partnership with the faculty governance system. All academic areas report to the Vice President of Academic Affairs.

Key Responsibilities and Duties:

Academic Leadership

- Provides leadership and vision for all academic programs;
- The VPAA is responsible for and shall advise the President on all matters of academic policy, planning and development, accreditation;
- The VPAA provides leadership for academic program planning and development, educational policy, program assessment, faculty evaluation and faculty development;
- The VPAA is responsible for and shall supervise and coordinate all academic activities of all Colleges and Academic Support Units within University;
- Chairs the Academic Dean's Committee and works cooperatively with the deans to advance academic priorities;
- Provides leadership for the accreditation process, and upholds academic standards set by professional accrediting bodies.
- Assists in consideration and resolution of any problem affecting the University;
- Resolve academically related issues

Curriculum

- Works with the Academic Deans and the KIMEP Academic Council to formulate, maintain and implement a high-quality curriculum;
- Oversees and coordinates the activities of the General Education Program.
- Advances the role of graduate education at the university and coordinates activities associated with graduate programs.

Faculty Development and Personnel

- Leads the university's process for recruiting, hiring, developing, reviewing and retaining high quality faculty; Actively engages in decisions on faculty hiring, promotion and retention;
- Makes recommendations, as needed, to the President's Cabinet and the President for faculty appointments, retention, promotions, compensation, sabbaticals, special leaves, requests for reductions in faculty workload and other personnel matters including disciplinary actions;
- Promotes and supports the professional development and competency of the faculty and academic staff;
- Implements and ensures compliance with all personnel policies as outlined in the Academic Policies Guidebook and related university policies.
- Plans and implements academic administrative structures and support services;
- Assists in the development of human resource policies and plans of staffing;

Faculty Governance

- Works in partnership with the faculty through the university's faculty governance system as provided in the Faculty Code of Practice;
- Works in partnership with all faculty committees;
- Supports the operations of the faculty governance system and faculty committees through staffing, communication, and record keeping;
- Manages the teaching faculty, in coordination with the College/School/Deans.

Budget Planning and Fiscal Management

- Works with the deans to plan, develop and implement the annual budget for the Academic Division of the university;
- Coordinates formulation of the budget for Colleges, Schools, Centers and academic support units;
- Provides leadership for budget management for the Academic Division;

Administrative Responsibilities and Office Management

- Collects, maintains and distributes information for effective administration of the university's academic programs;
- Directs and works with the administrative and instructional leaders of each academic department or division;
- Supervises staff and coordinates the functions in the Office of Academic Affairs.
- Assists in staff and budget requirements for the University
- Assists in the development of strategic and operational plans for the University;
- Develops links between the University and national and international educational institutions, research organizations, government and non-government organizations, student joint and exchange programs;
- Oversees the operations of the Library, Registrar and other units under Academic Affairs

Academic Representation

- Serves on the President Cabinet, the senior executive, policy-making committee of the University;
- Represents the University in external and internal events;
- Acts as a representative of the university in other areas as required or as requested by the President.

Other Duties

- Performs any other duties as may be signed by the President;

Teaching requirements

1 course per year

Signature authority

The Vice President of Academic Affairs shall bear signature authority as recommended and enforced under power of Attorney and through internal Orders by the President.

Minimum Qualifications:

- Terminal degree in discipline related to position;
- Three to five years experience in western higher education in senior management

- position;
- Prior management ability of administrative teams;
- Fluent in English;
- Ability to work with complicated agenda and demanding deadlines successfully
- Proficient with all forms of communication technology

Preferred Qualifications:

- Senior Level Management Experience for three to five years in western higher education;
- Academic degree of Associate Professor
- International experience including Central Asia and Kazakhstan (helpful)
- Ability to speak in Kazakh and Russian (very helpful)

KIMEP University

KIMEP University is the most prestigious and dynamic university in Kazakhstan and Central Asia and has a growing student body. KIMEP University is the leading American style, internationally accredited, English language academic institution. The university provides a world class academic experience and a unique international environment to all its students and faculty. KIMEP was established in 1992 and has built a very strong regional reputation as a leading university in higher education. All academic programs are ranked among the top in Kazakhstan.

Almaty, Kazakhstan

The city of Almaty is a beautiful, modern and vibrant city situated at the base of the majestic Tien Shan Mountains in Southeast Kazakhstan. The city has a population of 2 million people and is the financial, cultural, summer and winter sports and cosmopolitan capital of Kazakhstan. Kazakhstan is located in the heart of Eurasia with important commercial inroads bridging Asia and Europe. Kazakhstan's dynamically changing economic, social, educational and cultural environment provides incredible opportunities for significant and original research.

Compensation

Rank and salary are competitive and commensurate with experience and qualifications. Compensation after-tax compares favorably with net salaries in western countries. Combined with a low cost of living, the salary becomes even more competitive in real terms.

Limited on campus housing is available to rent. In addition to salary, a benefits package includes basic healthcare, reduced tuition rates for KIMEP courses, and subsidy for relocation allowance.

Application Process

Please submit the following documents to KIMEP University **HR portal (via apply**

button): <https://hr.kimep.kz/en-US/Home/Vacancy/765>

- Filled application form (on HR portal).
- Curriculum Vitae (CV) that includes the names and contacts of 2 references.
- Cover letter that indicates the motivation for the position as well as how the candidate`s background and experiences relate to the position.

Please address any questions to: recruitment@kimep.kz

Applications will be evaluated on an **ongoing basis starting immediately** and will continue until the position is filled. Only short-listed candidates will be informed and invited for interviews by the search committee.

Closing dates for submission of applications: July 31, 2026 (Almaty time)

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