



## **Job Title: Deputy Director 2**

### **CAREC Institute**

#### **Terms of Reference**

Central Asia Regional Economic Cooperation (CAREC) Institute was established as a knowledge institution for implementing the CAREC Program.<sup>1</sup> The mission of the CAREC Institute (CI) is to enhance the quality and effectiveness of the CAREC Program by providing evidence-based research, capacity building services and networking with research institutions. CI will need to support the CAREC Program's strategic goals directly and effectively in all aspects of its knowledge program including working closely with CAREC sector coordinating committees and providing strategic and practical advice. CI takes an integrated approach to implement its strategic knowledge framework of knowledge generation, knowledge services and knowledge management. As a results-oriented institution, CI's regional knowledge programs are designed and implemented through partnerships, extensive networking and collaboration with other agencies and institutions with similar goals and objectives.

CI, located in Urumqi, Xinjiang Uygur Autonomous Region, People's Republic of China (PRC), invites applications for **Deputy Director 2**, a management position. Under the guidance of the Director, the incumbent will lead CI's research and capacity building program.

#### **Functions and Responsibilities:**

- As a member of CI Management, contribute to all aspects of CI's operations, including medium- and long-term operational strategic planning and implementation;
- Develop a multi-year strategy for CI's integrated operational program in research and capacity building and ensure that the strategy is circulated and adopted by CI's immediate internal and external stakeholders;

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<sup>1</sup>Eleven CAREC member countries include Afghanistan, Azerbaijan, People's Republic of China (PRC), Georgia, Kazakhstan, Kyrgyz Republic, Mongolia, Pakistan, Tajikistan, Turkmenistan, and Uzbekistan.

- Guide and supervise CI's research and capacity building consultants and secondees;
- Sharpen the knowledge focus of CI operations, and coordinate closely with CAREC Program including the Sector Coordinating Committees;
- Interact proactively with CAREC member countries and assist to identify development challenges and apply innovative and feasible approaches to address them;
- Contribute towards the development of capacity for knowledge solutions in CAREC countries;
- Lead country needs assessment to understand future research and capacity building needs of CAREC countries;
- Initiate/maintain/strengthen external partnerships for joint research and capacity building activities and promote the quality and effectiveness of CI's knowledge products and services;
- Present and disseminate results of research and capacity building initiatives to CI's multiple stakeholders;
- Supervise and monitor performance of the relevant units, oversee policies and procedures for the units and report their activities to the Director;
- Plan and implement budget for research and capacity building;
- Lead, as a member of CI Management, business development initiatives at CI;
- Lead staff learning and technical skills development and identify and promote professional growth opportunities for staff; and
- Assist the Director in the overall performance of functions at CI.

### **Qualifications and Selection Criteria:**

- Experience in an international organization with a primary research and capacity building focus;
- Suitability to undertake the responsibilities mentioned above; and capable to direct a team of highly professional and technical international as well as local staff, while exhibiting strong leadership and management skills in a multicultural environment;
- A post graduate degree in economics, finance, trade, business administration, public policy, development studies, and other related fields, preferably at Ph.D. level. A strong record of research publications and a background in practitioner training/capacity building activities and experience in working with think tanks in the region and outside is strongly preferred. Equivalent experience in lieu of a postgraduate degree may be considered;

- At least 20 years of combined professional and senior managerial experience with strong leadership, management skills, sound judgement and strategic thinking in areas of developing and managing research and capacity building programs.
- Demonstrated independence of thinking, team management and building, high-level of professional integrity, and strong analytical skills, and earned respect of professional peers.
- As part of CI's management, the position requires a strong global view on evolving global economic and geopolitical landscape with preferably international and regional experience.
- Has a high level of understanding of the needs of key clients (e.g., government agencies, international organizations, research and capacity building institutions) in promoting regional knowledge sharing.
- Ability to interact and communicate effectively across organizational boundaries, within the Management teams, and with other international and local staff members.
- Ability to create a collaborative and motivating working environment.
- Experience in developing and implementing an effective work flow management.
- High proficiency in English in both oral and written communication is required.
- Applicants must be nationals of CAREC member countries, and candidates will be considered based on merit and suitability by considering position requirements and overall qualifications.
- Applicants must be the national of CAREC member countries (excluding PRC, Mongolia and Pakistan).

#### **Immediate Reporting Relationships:**

- DD2 reports to the Director of the CI.

#### **Other Information:**

- This is a 3-year fixed term appointment.
- CI offers an internationally competitive compensation package in US dollars.

#### **Application Procedures:**

- The applications which should include three references should be emailed to **Ms. Nana (carecinstitute@163.com)** by **7:00 p.m., Beijing time, Wednesday, 31 October 2018**. CI is an equal opportunity employer and women are encouraged to apply. Only short-listed applicants will be contacted.
- The candidates are required to certify that all information provided on any employment application form, resume or CV is complete, true and accurate to the

best of his/her knowledge. He/ She understands that information may be verified, and any misrepresentation of facts may be considered cause for dismissal regardless of when discovered by the CAREC Institute.