



**Job title: Head of HR and Finance Unit**  
**CAREC Institute**

**Terms of Reference**

Central Asia Regional Economic Cooperation (CAREC) Institute is an intergovernmental organization that has been established by CAREC member countries 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 more directly and effectively in all aspects of its knowledge program including working more closely with CAREC sector coordinating committees, and being strategic and practical. CI takes an integrated approach to implement its strategic knowledge framework of knowledge generation, knowledge services and knowledge management. CI, being a results-oriented institution, its regional knowledge programs are designed and implemented through closer partnerships, and extensive networking and more collaboration with specialized agencies and institutions.

CI, located in Urumqi, Xinjiang Uygur Autonomous Region, People's Republic of China (PRC), invites applications for **Head of HR and Finance Unit**, a managerial and international staff position. Under the guidance of the Management team, he/she will promote and contribute to the CI's finance and administration management through active and prudent interventions.

**Functions and Responsibilities:**

- Establish budget system, including budget application and management procedures;

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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.

- Lead the planning, selection and implementation of a comprehensive computer-based Accounting Information System based on the needs and resources available to CI;
- Maintain and update CI Chart of Accounts;
- Develop financial statements and other financial reports as required by law and as requested by CI Management. He/she will ensure the accuracy of all financial statement and reports. The Head will ensure that all financial statements and reports include explanatory notes as required by law or which are necessary for material disclosure of financial information;
- Ensure that information and computer systems have sufficient security controls that the financial or personal/human relations systems of CI cannot be accessed or modified by non-authorized personnel. Ensure that authority to access CI computer systems is restricted by the functional needs of the computer system and that an internal monitoring system is in place to secure that security procedures are effective;
- Develop human relations policies including for hiring, compensation, employee benefits employee retention and employee dismissal which are compliant with legal requirements and which are equitable;
- Develop position/job descriptions and a pay and grading system for CI which is compatible with the organizational structure of CI is transparent, equitable provides clear lines of authority and delegation;
- Formulate the annual budget consistent with CI's business plan, including organization, staffing and resources plans in meeting CI's operational requirements;
- Prepare budget utilization reports and establish a process of reallocating resources and reprioritizing programs that allows delivery of quality results within available budget;
- Ensure compliance with financial procedures and regulations and accuracy of all expenditures;
- Organize and manage CI planning and activities related to internal audit and control and for external audit;
- Be responsible for annual and interim internal audit and control reports to CI Management;
- Undertake monitoring and evaluation vis-à-vis agreed organizational objectives, draw lessons and report to management;
- Conduct organizational review and alignment and performance management, undertake skills needs analysis, and address skills gaps through, among others, developing and implementing a staff training program, to promote greater organizational effectiveness in implementing CAREC programs;
- Support units concerned in the formulation of HR and financial policies and guidelines;
- Develop a cost and expenditure monitoring system in support of a budgetary planning and control measures; manage for results by planning staff resources, implementing, monitoring, and reporting outcomes;

- Make recommendations for hiring, promotion and firing decisions for positions under his/her authority as well as for leading in staff recruitment and hiring processes;
- Support and supervise the activities of subordinate officers in HR and Finance Unit and participate in (annual) staff reviews; and
- Undertake any other activities as directed by Management of CI based on business needs.

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

- Suitability to undertake the managerial responsibilities mentioned above. Capable to supervise a team of highly professional international as well as national technical staff and administrative staff;
- A university degree in finance, economics, business administration or related fields; preferably at post-graduate level or its equivalent;
- At least 15 years of professional experience in the above related fields, demonstrated independence of thinking, team work and strong analytical skills;
- Experience and interest in finance and administration at an institute level, good at policy formulation and coordination with other Units in the Institute;
- As a managerial-level international staff, the position requires strong financial analytical and management experience, including effective monitoring and control as well as auditing;
- Professional experience in multicultural and international environment;
- Strong interpersonal and communication skills; and
- High proficiency in English language with excellent oral, written communication and presentation skills;
- Applicant must be a national of a CAREC member country, and candidate will be considered on the basis of merit and suitability taking into account position requirements and overall qualifications.

### **Immediate Reporting Relationships:**

- Head of HR and Finance Unit reports to the Deputy Director 1 of CI.

### **Other Information:**

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

### **Application Procedures:**

- The applications should be emailed to **Ms. Nana (carecinstitute@163.com)** by **7:00 p.m., Beijing time, Tuesday, 07 September 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. Information supplied by the applicant will be subject to verification and evidence of academic credentials will be required. Any misrepresentation of facts may be considered cause for dismissal regardless of when they were discovered by the CI.