



Job Title: Head of Knowledge Management 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.¹ 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 Knowledge Management Unit***, an international staff position. Under the guidance of the Management team, he/she will be responsible for design and implementation of knowledge management functions of CI.

Functions and Responsibilities:

- Assess knowledge needs and Knowledge Management capacity gaps in CAREC member countries in light of CAREC 2030.
- Formulate a knowledge management program and administer knowledge management functions of the CI;
- Lead and coordinate in organizing, processing and transforming available and relevant knowledge and information into knowledge products for wider dissemination within CAREC countries;

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

- Establish knowledge databases relevant to CI operations with particular focus on CAREC priority sectors and cross-sectoral themes;
- Support the development and maintenance of regional partnerships to enhance knowledge and good practices on various regional initiatives;
- Support CI's knowledge management initiatives through appropriate means, including portals, e-knowledge platform and CAREC website in close consultation with internal and external experts on information systems and technology (IST) as well as all Units concerned for efficient implementation; Assist in developing a network of institutions in the CAREC region, as well as outside, that could collaborate in delivering and financing the CI work program;
- Lead in the design and develop, jointly with Strategic Planning Unit, a results framework focusing on annual evaluation of CI performance in knowledge management with clear indicators established at the start of the new CI strategic period, and undertake regular assessment of the CI's knowledge management work;
- Lead in developing and implementing employee training and development programs relevant for promoting knowledge management and CI operations;
- Lead in developing a strategy and associated procedures for quality assurance and standards for CI's programs including periodic review and monitoring;
- Provide advice to Management on various institute-wide issues such as work plans and major emerging opportunities and challenges with respect to knowledge management activities; and
- Undertake any other activities as directed by Management of CI based on institutional needs.

Qualifications and Selection Criteria:

- Suitability to undertake the responsibilities mentioned above. Capable to work in a team of highly professional international as well as national technical staff and administrative staff.
- A university degree in economics, public policy, business administration information technology or related fields; preferably at post-graduate level or its equivalent.
- At least 15 years of relevant professional experience with demonstrated independence of thinking, team management and building, high-level of professional integrity, and strong analytical skills, and earned respect of professional peers.
- Clear understanding of emerging and increasing role of knowledge driven economies and its applicability on defining CI's knowledge functions (research and training) is required.
- Capability and experience of designing and developing formal and informal collaboration groups, such as project teams, networks, and communities of practices is desirable.
- Demonstrated experience of developing social media analysis reports regarding regional economic cooperation;

- Strong administrative service support orientation, experience and interest in rendering a wide range of administration and related work, good at formulating internal systems and control measures, and effective internal coordination work.
- As a managerial-level international staff, the position requires strong analytical and problem-solving skills, and administrative management experience;
- Professional experience in multicultural and international environment;
- Strong interpersonal and communication skills;
- 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 Knowledge Management Unit reports to the Deputy Director 2 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 Procedure:

- 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. 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 CI.