



## **Director, CAREC Institute Terms of Reference**

Central Asia Regional Economic Cooperation (CAREC) Institute has been established as a knowledge institution for implementing the CAREC Program. The mission of the CI is to enhance the quality of the CAREC Program through the generation of knowledge products and services for effective regional cooperation needed to achieve CAREC's strategic goals and accelerate economic growth in the CAREC region. 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 sector coordinating committees, and being strategic, practical and results-oriented in the design and implementation of its operations. Services of the CI will be distributed equitably based on the country needs for capacity building to further enhance regional cooperation.

CI, located in Urumqi, Xinjiang Uygur Autonomous Region, People's Republic of China (PRC), invites applications from eligible candidates for the position of Director of, a Management level international staff position for a non-extendable two-year fixed term contract.

The Director of CI will report directly to the Governing Council that has the mandate and responsibility to provide strategic vision and leadership to CI, and manage the Institute's overall operations. The position will have, among others, the following key functions and responsibilities:

### **Functions and Responsibilities**

As Head of CI's Management Team, responsibilities include:

- Provide leadership in the preparation and later in implementation of CI's medium to long-term strategy, annual work programs, budget frameworks, planning directions and monitoring and evaluation of operational programs;
- Develop institutional capacity and quality assurance for integrating key areas consistent with CAREC 2030 and CI 2022 strategies including, but not limited to, trade sustainability, regional integration, regional cooperation in agriculture, water resource management and climate change;
- Provide leadership in CI's efforts of formulation of administrative and operational policies, procedures and practices;
- Guide the preparation process of CI's annual report on the previous year's operations for submission to Governing Council;
- Lead CI's efforts in building relationships with other regional multilateral development banks, international organizations, think tanks, research institutes and bilateral agencies at the institutional level, and signing memoranda of understanding where needed;
- Mobilize resources and funds required to support CI's programs and projects;
- Oversee and implement the approved work program by prudently utilizing the approved budgetary resources;
- Review organizational structure when needed, and recommend changes and realignments to the GC, where necessary, to ensure an efficient CI operations through optimum allocation of available staffing resources;
- Sharpen the knowledge focus on the relevant sectors and themes contributing to achieving improved knowledge management results in the CAREC region;

- Lead CI's team at the Governing Council meetings and co-chair themeting;
- Negotiate arrangements mainly with CAREC governments, and international as well as public and private agencies with a view to offering and receiving services and support related to the sector-focused activities and programs within the mandate of the Institute;and
- Manage and lead CI staff and lead CI's overalloperations.

### **Qualifications and Selection Criteria**

- Management-level international engagement experience in areas of significance to CI, with proven contributions to policy & program evolution and demonstrated experience of having effective interactions with bilateral and multilateral institutions will be taken into consideration. Preference will be given to candidates who have a considerable experience of working in the governmentsector in relevant domains;
- Suitability to undertake the responsibilities mentioned above as head of theCI;
- A university degree is required. Preference will be given to candidates who have a post graduatedegree in a relevant area;
- At least 20 years of combined professional work experience with strong and proven managerial and leadership skills and demonstrated evidence of strategic thinking and decisionmaking;
- High proficiency in English language oral and writtenskills;
- Experience and interest in knowledge management and results-based management;
- Minimum age is 45 years;and
- Applicants must be nationals ofPakistan.

### **Reporting Relationship**

- The position reports to the Governing Council of theCI.