



Job Title: Head of Knowledge Services Unit

Terms of Reference

The Central Asia Regional Economic Cooperation (CAREC) Institute is an intergovernmental organization dedicated to promoting economic cooperation in the Central Asia and along the Silk Road through knowledge generation and sharing. The Institute is headquartered in Urumqi, Xinjiang Uygur Autonomous Region, the People's Republic of China (PRC).

The CAREC Institute is jointly shared, owned, and governed by eleven member countries: Afghanistan, Azerbaijan, the PRC, Georgia, Kazakhstan, Kyrgyzstan, Mongolia, Pakistan, Tajikistan, Turkmenistan, and Uzbekistan. It is a knowledge support arm of the CAREC Program which is a proactive facilitator of practical, results-based regional projects, and policy initiatives critical to sustainable economic growth and shared prosperity in the region, guided by the overarching vision of "Good Neighbors, Good Partners, and Good Prospects."

The Institute acts as a knowledge connector among the five CAREC clusters to ensure coherence in design and implementation of policies, programs, and projects to promote regional economic cooperation and integration.

The CAREC Institute invites applications for the position of **Head of Knowledge Services Unit**, an international staff position at a managerial level which reports to the Deputy Director Two of the Institute.

He/she will devise and contribute to the development, management, and implementation of knowledge services for the benefit of the CAREC member countries and regional economic cooperation.

A. Functions and Responsibilities

- 1) Prepare and agree with relevant partners (ADB, CAREC countries) the concept and strategy of CAREC Institute's knowledge services (capacity building).
- 2) Supervise and coordinate implementation of the concept and strategy on knowledge services.
- 3) Formulate knowledge services program, including the relevant part of the CAREC Institute Rolling Operational Plan and administer knowledge services portfolio of the Institute.
- 4) Design, develop, and deliver effective knowledge services, capacity building, and training programs through well planned and organized seminars, workshops, and conferences.
- 5) Act as a resource person for knowledge services (capacity building) activities, as required.
- 6) Collaborate and create linkages with the industry, think tanks, academic institutions, developing partners and governments related to CAREC Institute capacity building programs to ensure continued sharing of best practices and program sustainability.
- 7) Monitor and review various knowledge services (capacity building) programs and annual knowledge services performance evaluation to ensure quality.

- 8) Organize consultations of stakeholders, as directed by the management.
- 9) Provide professional inputs and advice to the CAREC Institute Management team on various institute-wide issues such as work plans and major operational and programmatic opportunities and challenges.
- 10) Perform any other relevant duties that may be assigned based on institutional needs.

B. Qualifications and Selection Criteria

The applicants should have the following qualifications and experiences to undertake the responsibilities:

- 1) Suitability to undertake the managerial responsibilities mentioned above. Capable to supervise a team of highly professional and technical staff.
- 2) Post-graduate degree from a reputable institution in economics, public policy, trade and finance or any other related fields.
- 3) At least 12 years of professional experience in the related field, demonstrated independence of thinking, teamwork and strong analytical skills.
- 4) Relevant professional experience in designing capacity building programs/projects and conducting international workshops and training activities is an asset.
- 5) Expertise in one of the following areas: economic and financial stability; trade, tourism and economic corridors; transport infrastructure and economic connectivity; and human development.
- 6) Good understanding of the needs of CAREC member countries and institutions in promoting knowledge services.
- 7) Strong analytical and problem-solving skills.
- 8) Professional experience in multicultural and international environment.
- 9) Strong interpersonal and communication skills.
- 10) High proficiency in English, both verbal and written.
- 11) Applicants must be nationals of CAREC member countries. Candidates will be considered on the basis of merit and suitability taking into account position requirements and overall qualifications.

C. Immediate Reporting Relationships

- 1) Deputy Director Two of the CAREC Institute.

D. Other Information

- 1) This is a 3-year fixed term appointment.
- 2) The CAREC Institute offers an internationally competitive compensation package.

E. Application Procedures

- 1) The applications should be emailed to **hr@carecinstitute.org by 7:00 p.m., Beijing time, October 4, 2019 (Friday)**. The CAREC Institute is an equal opportunity employer. Female candidates are particularly encouraged to apply. Only short-listed applicants will be contacted.
- 2) The candidates are required to certify that all information provided on the application form, resume or CV is complete, true and accurate to the best of their knowledge. The applicant understands that information may be verified, and any misrepresentation of facts may be considered as a cause for dismissal regardless of when it is discovered by the CAREC Institute.