



Job Title: Research Officer

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 **Research Officer**, a national staff position which reports to the Head of Knowledge Generation Unit.

A. Functions and Responsibilities

- 1) Assist in formulating knowledge generation (research) program.
- 2) Assist in administering research portfolio of the Institute.
- 3) Prepare technical inputs and advice the Head of Knowledge Generation Unit on various issues such as research progress, completion, and evaluation with respect to knowledge generation efforts.
- 4) Liaise to build networking and partnerships with academia, development partners, and research institutions for research collaboration.
- 5) Perform any other relevant duties that may be assigned based on institutional needs.

B. Qualifications and Selection Criteria

- 1) Master's degree in economics or development studies.
- 2) At least 5 years of relevant professional experience, demonstrated independence of thinking, teamwork, and strong analytical skills.
- 3) Knowledge relating to economic development, trade, and regional economic integration.
- 4) Knowledge of econometric programming is required (e.g. STATA or E-views).
- 5) Strong interpersonal and communication skills.

- 6) Proficiency in English and Chinese languages, both verbal and written.
- 7) Applicant must be a Chinese national. Recruitment will happen on the basis of merit and suitability taking into account position requirements and overall qualifications.

C. 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.