



## **Job Title: Knowledge Management Officer**

### **Job Description**

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 **Knowledge Management Officer**, a **national staff** position with the primary reporting line to the Knowledge Management Division Chief, and secondary reporting line to the Senior Knowledge Management Specialist.

#### **Functions and Responsibilities :**

- 1) Build the database of organizational stakeholders (in MS Excel), as guided by the senior personnel in the division.
- 2) Coordinate information posting and structuring on the organization's website. Hold responsibility for accuracy. Participate in the website functional upgrade exercise.
- 3) Put together and regularly update a calendar of CAREC events.
- 4) Produce a regional news digest and regional/sector publication repository on a regular basis with a strong emphasis on product quality and timeliness.
- 5) Draft and post relevant stories and visuals on social platforms, as guided by the senior personnel in the division.
- 6) Provide major support in high profile event organization, including administrative, financial, logistical, liaison, etc.
- 7) As time permits and as guided by the senior personnel in the division, contribute to the information management architecture and creation of information repositories.
- 8) Liaise with publishing houses, graphic designers, translators, etc. as needed.
- 9) Willingness to learn and conduct, on an intermittent basis, online surveys.
- 10) Participate proactively in drafting and implementation of the KM division work plan.

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

- 1) Master's degree in journalism, public policy, development studies, or a related field.
- 2) At least 5 years of relevant professional experience, demonstrated independence of thinking, initiative, and strong analytical skills.
- 3) Strong interpersonal, teamwork, and communication skills. Respectful. Collegial.
- 4) Openness to learning is a must. Coachable.
- 5) High work ethic required. Willingness to go an extra mile to deliver a high quality and timely product.
- 6) Ability to work under very tight deadlines. Ability to multitask. Ability to handle large volumes of information.
- 7) Strong proficiency in MS Word, MS Excel, and MS PowerPoint.
- 8) Knowledge of publishing, design, workflow, mapping, website management and related software desirable.
- 9) Excellent proficiency in English and Chinese languages, both verbal and written.
- 10) Applicant must be a Chinese national. Recruitment will happen on the basis of merit and suitability taking into account position requirements and applicant's qualifications.

### **Application Procedure:**

- The applications should be emailed to **hr@carecinstitute.org by 7:00 p.m., Beijing time by 6 January 2020 (Monday)**. The CAREC Institute promotes equality and thus both women and men are strongly encouraged to apply. Only short-listed applicants will be contacted. Employment at the CAREC Institute is based on merit and suitability for the position requirements and overall qualifications.
- The candidates are required to certify that all information provided on employment application forms, resume or CV is complete, true and accurate to the best of their knowledge. S/he understands that information may be verified, and any misrepresentation of facts may be considered cause for dismissal regardless of when discovered by the CAREC Institute.