



**Job Title: IT Specialist (National Staff)**

**CAREC Institute**

**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 CAREC Institute acts as a knowledge connector among the five CAREC clusters, which are economic and financial stability; trade, tourism, and economic corridors; infrastructure and economic connectivity; agriculture and water; human development, 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 **IT Specialist** (level 3 National Staff or above) position which reports to the Chief of Administration Division. Applicant must be Chinese national, and candidates must meet the following qualifications and requirement.

**Functions and Responsibilities:**

The position of **IT Specialist** entails the following tasks and responsibilities:

- To perform the responsibilities of the website technical expert at the CAREC Institute by undertaking all associated tasks to develop and maintain institute-wide IT infrastructure, the website and other electronic equipment for effective institutional operation.
- To maintain the local area network in the workplace of the CAREC Institute, such as set up, test, deliver, monitor, control, and support IT services.
- To provide stable communication services like telephone service, Internet service by working with the local service providers.
- To work as the administrator of the existing information systems and software services like Office 365, Zoom etc.

- To set up other needed information system based on the CAREC Institute's need.
- To offer assistance to CI staff on other IT issues.
- Organize and conduct capacity building activities to support CI staff in operations and management of IT systems; and
- Any other relevant duties that may be assigned based on CAREC Institute's need.

**Qualifications and Selection Criteria:**

- The specialist shall hold at least a bachelor's degree in Information Technology, Information and Communications Technology (ICT) or any other degree IT relevancy.
- The specialist shall have at least 5-year ICT and Information Technology (IT) working experience.
- The specialist shall have experience in database administration and data processing.
- Strong interpersonal and communication skills
- The ability to be multicultural and to work with International staff
- **High proficiency in English, both oral and written**, is a must.

**Immediate Reporting Relationships:**

The IT Specialist reports directly to the Chief of the Administration Division.

**Other information:**

CI offers competitive benefit and compensation package. The monthly salary will be 10000 plus in RMB; the annual leave with pay ranges from 18 to 28 days according to the length of time employed.

**Application Procedure:**

- The applications (a concise cover letter and CV) should be emailed to **hr@carecinstitute.org by 7:00 p.m., Beijing time, 25 September 2020 (Friday)**, CI promotes equality and thus both women and men are strongly encouraged to apply. Only short-listed applicants will be contacted. Employment at CI is strictly based on merit and suitability for the position requirements and overall qualifications.
- The candidates are required to certify that all information given in the application form, resume or CV is complete, true, and accurate to the best of her/his knowledge. Also, she/he must understand that information may be verified, and any misrepresentation of facts may cause dismissal regardless of when discovered by the CAREC Institute.