



## **Job Title: Chief of Knowledge Management Division**

### **CAREC Institute**

#### **Terms of Reference**

The Central Asia Regional Economic Cooperation (CAREC) Institute is an intergovernmental organization dedicated to promoting economic cooperation in 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 **Chief of Knowledge Management Division**, an international staff position under the guidance of Deputy Director Two. Applicants must be nationals of one of the eleven CAREC member countries and must meet the following qualifications and requirement.

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

- a) Coordinate, lead, and manage CI's knowledge management interventions.
- b) Lead the division in developing and regularly updating relevant, efficient, and strategic knowledge management concept for CI jointly with other divisions.
- c) Lead the division in assessing knowledge needs and knowledge management capacity gaps in CAREC member countries in light of the CI's strategy.
- d) Formulate concept of knowledge management program and administer knowledge management functions of the CI.
- e) Develop and implement the knowledge management program for relevant outputs and activities in consultation with relevant divisions.

- f) Lead and coordinate in organizing, processing, and transforming available and relevant knowledge and information into knowledge products for broader dissemination within CAREC countries or beyond.
- g) Establish knowledge databases relevant to CI operations with a particular focus on CAREC priority sectors and cross-sectoral themes.
- h) Support development and maintenance of regional partnerships to enhance knowledge and good practices on various regional initiatives.
- i) Coordinate processes of knowledge production, packaging, and dissemination between different divisions.
- j) Manage CI's knowledge products and initiatives through appropriate means, including portals, e-knowledge platform and CAREC website in close consultation with internal and external experts on information systems and technology (IST) as well as all divisions concerned for efficient implementation.
- k) Assist in developing a network of institutions in the CAREC region, as well as outside that could collaborate in delivering and financing the CI work program; and
- l) Undertake any other activities as directed by CI's management based on the institutional needs.

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

- a) Suitability to undertake the responsibilities mentioned above. Capable of working in a team of professional and international staff.
- b) Experience in managing small and medium-size teams on planning, role distribution, and monitoring of the performance of individual staff.
- c) A post-graduate level university degree in economics, public policy, business administration, information technology or related fields; preferably at Ph.D. level or its equivalent.
- d) At least 15 years of relevant professional experience with demonstrated independence of thinking, team management and building, high-level professional integrity, strong analytical skills, and respect for professional peers.
- e) A clear understanding of the emerging and the increasing role of knowledge-driven economies and its applicability on defining CI's knowledge functions (research and training).
- f) Capability and experience of designing and developing formal and informal collaboration groups, such as project teams, networks, are desirable.
- g) Demonstrated experience in developing social media analysis reports regarding regional economic cooperation.

- h) Strong administrative service support orientation, experience, and interest in rendering a wide range of administration and related work, good at formulating internal systems and control measures, and practical internal coordination work.
- i) Strong analytical and problem-solving skills and administrative management experience.
- j) Professional experience in a multicultural and international environment.
- k) Strong interpersonal and communication skills.
- l) High proficiency in the English language with excellent oral, written, communication, and presentation skills; and
- m) Applicant must be a national of a CAREC member country, and candidate will be considered based on merit and suitability, considering position requirements and overall qualifications.

**Immediate Reporting Relationships:**

- Chief of Knowledge Management Division reports to the Deputy Director Two of CI.

**Other Information:**

- This is a 3-year fixed-term appointment with the possibility of extension.
- CI offers an internationally competitive compensation package in US dollars.

**Application Procedure:**

- The applications should be emailed to **Ms. Wendy (hr@carecinstitute.org)** by **7:00 p.m., Beijing time, Friday, 29 October 2021**. CI is an equal opportunity employer, and women are encouraged to apply. Only short-listed applicants will be contacted.
- The candidates are required to certify that all information provided on any employment application form, resume, or CV is complete, true, and accurate to the best of his/her knowledge. He/ She understands that information may be verified, and any misrepresentation of facts may be considered cause for dismissal regardless of when discovered by the CI.