



Deputy Director 1, CAREC Institute

Terms of Reference

Central Asia Regional Economic Cooperation (CAREC) Institute has established as a knowledge institution for implementing the CAREC Program. The mission of the CAREC Institute (CI) is to enhance the quality of the CAREC Program through the generation of knowledge products and services for effective regional cooperation needed to achieve CAREC's strategic goals and accelerate economic growth in the CAREC region.¹ The CI will need to support the CAREC Program's strategic goals more directly and effectively in all aspects of its knowledge program including working more closely with sector coordinating committees, and being strategic, practical and results-oriented in the design and implementation of its operations. Services of the CI will be distributed equitably based on the country needs for capacity building to further enhance regional cooperation.

The CI, located in Urumqi, Xinjiang Uygur Autonomous Region, the People's Republic of China (PRC), is calling for candidates for its Deputy Director 1 (DD1), a management level position, who is responsible to look after the functions including strategic planning, administration, finance, human resources (HR) of the CI and managing the chief economist team. DD1 will ensure the efficiency, relevance, and impact of the CI's operations through effective planning, managing, and monitoring of budgetary resources for the CI, including administrative support, budgetary matters, human resources management, overall management and coordination, and liaison with the Host Country and Host City at the highest level.

DD1 reports to the Director of the CI and will have, among others, the following functions, and responsibilities:

Functions and Responsibilities

- Initiate the preparation of strategic plan for the CI in coordination with the appropriate internal and external stakeholders;
- Lead the formulation of the CI budget, budget reports and the process of reallocating resources and reprioritizing programs with quality results within the available budgetary resources;
- Lead in formulating the financial guidelines, administrative procedures, HR policies, administrative orders, and other relevant policies and procedures;
- Lead and guide the implementation of policies on recruitment, selection, appointment, promotion and termination of staff, salaries and other benefits;
- Lead and oversee the implementation of the business process and work program of the CI;
- Develop a cost and expenditure monitoring system in support of a budgetary planning and control measures; manage for results by planning staff resources, implementing, monitoring, and reporting outcomes;
- Lead and oversee the development and implementation of the CI's treasury and accounting information systems and reporting requirements in compliance with the International Financial Reporting Standards (IFRS), applicable local laws and regulations and ensure the accuracy and consistency of such reports;
- Oversee all the accounting and audit works and liaise closely with the CI's internal and/or external auditors;
- Evaluate soundness of financial and internal control measures;

¹ Eleven CAREC countries consist of Afghanistan, Azerbaijan, the People's Republic of China (PRC), Georgia, Kazakhstan, Kyrgyz Republic, Mongolia, Pakistan, Tajikistan, Turkmenistan, and Uzbekistan.

- Lead, oversee, review and direct the CI's internal procurement and expenditure requirement activities;
- Authorize and supervise financial transactions and payments;
- Develop a network of institutions in the CAREC region, as well as outside, that could collaborate in delivering and financing the CI work program;
- Supervise the relevant divisions and report their activities to the Director;
- Anticipate and manage issues of strategic importance for the CI's finance, administration, and HR related activities and assist the Director in the overall performance of functions at the CI;
- Coordinate with the Host Country and Host City on all matters pertaining to the operations of the CI, including but not limited to office premises and facilities, office lease and security arrangements;
- Oversee and supervise the CI's information disclosure and overall communication services;
- Managing the function of the chief economist team; and
- Financial resource mobilization of the CI.

Qualifications and Selection Criteria

- Suitability to undertake the responsibilities mentioned above as DD1;
- A university degree in accounting, finance, business administration, social science or related fields. Preference will be given to the candidates having PhD Degree;
- At least 20 years of combined professional work experience with strong leadership, management skills, sound judgment and strategic thinking;
- High proficiency in English, both oral and written communication skills;
- Experience in handling financial and administrative support services, HR management, strong client orientation, and good at management and cooperation work;
- As a management-level international staff, having a strong global view with extensive international and regional experience, including effective interactions with bilateral and multilateral institutions, will be taken into consideration;
- Experience and interest in knowledge management and results-based management;
- Minimum age requirement is 45 years; and
- Applicants must be nationals of the People's Republic of China, the host country of the CI.

Immediate Reporting Relationships

- The position reports to the Director of the CI.

Application Procedures

- This is a 3-year fixed term appointment based in Urumqi, the PRC, with a possible extension of two to three years subject to satisfactory performance as determined by the Governing Council.
- The CI offers a regionally competitive compensation package paid in US dollars.
- Applicants must be nationals of the PRC.
- Applicants are invited to apply with a cover letter and curriculum vitae. Please forward these via email to cirecruit@163.com. Please mark your submission "Application for DD1 of the CAREC Institute".
- Applications should be submitted by **8.00 p.m., Beijing time, Sunday, 24 October 2021**.
- No telephone submissions.
- The CI is an equal employment opportunity institution and women are encouraged to apply.
- Only short-listed applicants will be notified.