



Job Title: Specialist on Research and Knowledge Connectivity

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 **Specialist on Research and Knowledge Connectivity**, 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) Play the role of connector between CI's research, capacity building and knowledge management functions throughout the organization. Lead the process of their integration and build strategies to increase productivity and efficiency of interdivisional work.
- b) Engage with relevant divisions for synchronization of research activities of CAREC Institute based on CAREC Program and CAREC Institute Strategies as well as member country priorities.
- c) Work with research Division to develop quality indicators for the research outputs.

- d) Participate in the process of research reporting, output preparation and, dissemination through regular pre and post research events, meetings, and dissemination activities.
- e) Closely liaise with capacity building division on preparation and conduction of the CI's research -based policy dialogues, capacity building activities. Provide inputs to the process of the preparation, public information on CAREC research related events such as research conference, policy dialogues and trainings.
- f) Establish knowledge databases relevant to CI operations with a particular focus on CAREC priority sectors and cross-sectoral themes.
- g) Manage CI's knowledge products and initiatives through appropriate means, including portals, newsletter, multiple adaptations of research products, 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.
- h) 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,
- i) 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 research and knowledge management.
- c) A post-graduate level university degree in economics, mass communication, public policy, business administration, information technology or related fields.
- d) At least 10 years of relevant professional experience with demonstrated independence of thinking, high-level professional integrity, strong analytical skills, and demonstrated inter-personal skills.
- 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) 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.
- h) Strong analytical and problem-solving skills and administrative management experience.

- i) Professional experience in a multicultural and international environment.
- j) High proficiency in the English language with excellent oral, written, communication, and presentation skills; and
- k) 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:

- The *Specialist on Research and Knowledge Connectivity* reports to Chief of Knowledge Management Division.

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 10 December 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.