



## **Deputy Director 2**

### **CAREC Institute**

#### **Terms of Reference**

The Central Asia Regional Economic Cooperation (CAREC) Institute (CI) 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 CI 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 the design and implementation of policies, programs, and projects to promote regional economic cooperation and integration.

The CI invites applications for the position of Deputy Director 2 (DD2), a managerial position under the guidance of the Director. Applicants must be nationals of the CAREC member countries except for the PRC, Tajikistan, and Pakistan (nationals of which hold the current or future managerial positions at the CI) and must meet the following qualifications and requirements.

#### **Functions and Responsibilities**

- Develop and lead a multi-year strategy for CI’s integrated operational program in research and capacity building; ensure that the strategy is shared with and adopted by CI’s immediate internal and external stakeholders.

- Interact proactively with CAREC member countries to assist in identifying development challenges and applying innovative and feasible approaches to address their future research and capacity building needs.
- Oversee the relevance and ensure the high quality of CI knowledge products and services in the areas of responsibility.
- Sharpen the relevance and knowledge focus of CI 3K operations, and coordinate closely with CAREC Program including the Sector Coordinating Committees.
- Contribute towards the development of capacity for knowledge solutions in CAREC countries.
- Initiate, maintain/strengthen external partnerships for joint research and capacity building activities with a view of promoting the quality and effectiveness of CI's knowledge products and services.
- Disseminate the results of research and capacity building initiatives to CI's multiple stakeholders.
- Supervise and monitor the performance of relevant divisions, oversee policies and procedures for the divisions and report their activities to the Director. Coordinate effectively with the CI's Chief Economist team to ensure cohesiveness and complementarity in CI's research activities.
- Plan and implement the budget for research, capacity building, and knowledge management.
- As a member of CI Management, contribute to all aspects of CI's operations, including medium- and long-term strategic planning, implementation and operations. Play a key role on, as a member of CI Management, business development initiatives at CI.
- Oversee and assess staff learning and technical skills development and identify and promote professional growth opportunities for the 3K staff by coordinating with the HRFD.
- Guide and supervise CI's research and capacity building consultants and secondees.
- Assist Director and DD1 in maintaining CI's financial sustainability and expanding CI donors list.
- Assist the Director in the overall performance of functions at CI.

### **Qualifications and Selection Criteria**

- A demonstrated analytical knowledge of the CAREC region and regional cooperation and integration, with a strong record of research activities and publications.
- A post graduate degree in economics, finance, trade, business administration, public policy, development studies, and other related fields. Preference will be given to candidates with PhD degrees, but an equivalent experience in lieu of a postgraduate degree may be considered.

- At least 20 years of combined professional and senior managerial experience with strong leadership, management skills, sound judgement, and strategic thinking in areas of developing and managing research and capacity building programs.
- A demonstrated knowledge and expertise in one or several CI's current or future core or flagship areas such as economic integration, digital development, trade facilitation or green energy is a plus.
- Demonstrated independence of thinking, team management and building, high-level of professional integrity, and strong analytical skills. As part of CI's management, the position requires a good understanding of evolving global economic and geopolitical landscape.
- Experience in an international or regional organization primarily focuses on research, capacity building, and knowledge management.
- Capability to direct and manage a team of highly professional and technical international and national staff, while exhibiting strong leadership and management skills in a multicultural environment. Ability to create a collaborative and motivating working environment.
- Ability to interact and communicate effectively across organizational boundaries, within the Management team, and with international and local staff.
- Experience in developing and implementing effective workflow management.
- High proficiency in English in both oral and written communication is strongly required.
- Applicants must be nationals of CAREC member countries (excluding the PRC, Tajikistan, and Pakistan). Candidates will be considered based on merit and suitability to the position requirements and overall qualifications.
- The minimum age requirement is 45 years.

#### **Immediate Reporting Relationships**

DD2 reports to the Director of the CI.

#### **Application Procedures:**

- This is a non-extenable 3-year fixed-term appointment based in Urumqi, Xinjiang Uygur Autonomous Region, the People's Republic of China (PRC).
- CI offers an annual basic salary of one hundred and twenty thousand in US dollar for the position of DD2. DD2 will also be granted with other benefits including education subsidy and medical insurance plan and pension plan. Currently due to the pandemic situation CI is having the work from home policy for all the international staff

- The applications should be emailed to **Ms. Wendy (hr@careinstitute.org)** by **7:00 p.m., Beijing time, Tuesday, 17<sup>th</sup> May 2022**. 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.