



**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. CI’s main operational activities include research, capacity building, knowledge management, and networking and forging partnerships.

The CI invites applications for the position of Deputy Director 2 (DD2), a managerial position under the guidance of the Director, to oversee CI’s related operational activities. This is a non-extendable 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 USD 126,360 for the position of DD2. DD2 will also be granted with other benefits including education subsidy, medical insurance plan, family travel allowance and pension plan.

Applicants must be nationals of the CAREC member countries except for Tajikistan, Turkmenistan and the PRC (the countries hold the positions of Director and Deputy

Director One during the term of the DD2), and meet the following qualifications and requirements.

Functions and Responsibilities

- Develop and lead a multi-year strategy for CI's integrated operational activities and programs in charge; 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 knowledge 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 operations in charge, and coordinate closely with CAREC Program including the Sector Coordinating Committees.
- Assist Director and DD1 in maintaining CI's financial sustainability by mobilizing funds across member countries and partners through operational activities.
- Contribute towards the development of capacity for knowledge solutions in CAREC countries.
- Initiate, maintain/strengthen external partnerships for joint operational activities with a view of promoting the quality and effectiveness of CI's knowledge products and services. Disseminate the results of knowledge initiatives to CI's multiple stakeholders.
- Supervise and monitor the performance, budget plan and implementation of the divisions he/she is responsible for, oversee policies and procedures for the divisions and report their activities to the Director.
- 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 staff of divisions under his/her supervision by coordinating with the HRFD.
- Lead and contribute to knowledge activities on five CAREC themes based on CI's research capacities.

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 climate change 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 except for Tajikistan, Turkmenistan, and the PRC. Candidates will be considered based on merit and suitability to the position requirements and overall qualifications.
- The minimum age requirement is 45 years; for exceptionally suitable applicants there will be some flexibility on age limit.

Immediate Reporting Relationships and relevant information

DD2 reports to the Director of the CI.