

# Chief of Capacity Building Division CAREC Institute Terms of Reference

The Central Asia Regional Economic Cooperation (CAREC) Institute is looking for the **Chief** of the Capacity Building Division.

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. CI also acts as a knowledge support arm of the CAREC Program of the Asian Development Bank (ADB).

CI is jointly shared, owned, and governed by eleven member countries: Afghanistan, Azerbaijan, the People's Republic of China (PRC), Georgia, Kazakhstan, Kyrgyz Republic, Mongolia, Pakistan, Tajikistan, Turkmenistan, and Uzbekistan. It is headquartered in Urumqi, Xinjiang Uygur Autonomous Region, the PRC.

# **Functions and Responsibilities**

- Lead and supervise the planning and implementation of capacity building strategy work plan and budget, under Cl's priorities and areas of focus.
- Oversee the design, organization and implementation of Cl's capacity building programs, leading the completion of at least 12 core capacity building programs per annum.
- Work proactively with governments, development institutions, think tanks, academe, private sector, and other partners to mobilize intellectual and financial resources for Cl's capacity building programs.
- Create network related to CI's capacity building programs to ensure continued sharing of best practices and program sustainability.
- Lead the completion of post-training documents, possibly policy briefs and training materials, including case studies and handbooks, to form the institutional memory of capacity building programs.
- Act as a resource person for capacity building activities, including giving lectures or presentations when possible.
- Provide support to other CI's knowledge activities such as forums, conferences and webinars.

- Guide a diverse team to strengthen CI's capacity building ability, providing coaching and mentoring to team members and supporting their ongoing learning and development.
- Offer professional input and advice to the CI Management on various institute-wide issues including research strategy, annual research agenda, and staff work plans.
- Perform other functions determined by the management based on institutional needs.

### **Qualifications and Selection Criteria**

- PhD degree in economics, social development, public administration or related fields from a reputable university.
- Minimum 15 years of professional experience of organizing trainings, university lectures and conducting economic research with good knowledge of CAREC countries.
- Work experience preferably in an international or regional organization, in capacity building and training and/or policy advocacy.
- Demonstrated results in policy issues related to development and capacity building.
- Strong strategic orientation to transit CI research into a capacity building framework and programs.
- Publication track record, including at least 5 articles in peer-reviewed international academic journals or as book chapters in edited volumes.
- Extensive experience in exposing in a variety of media and social media outlets.
- Proven capability to influence and mobilize support across institutional boundaries.
- Capable of supervising a team of multi-national background.
- Written and verbal proficiency in English, knowledge of Chinese and Russian language is an additional asset.
- Applicant should be a national of a CAREC member country.

# **Immediate Reporting Relationships**

Chief of Capacity Building Division reports to the Deputy Director 2 of the CI.

# **Additional Information**

- This is a 3-year appointment with possibility of extension.
- The CI offers an internationally competitive compensation package and flexible work arrangements.