



Chief of Research Division CAREC Institute Terms of Reference

The Central Asia Regional Economic Cooperation (CAREC) Institute is looking for the **Chief of the Research 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 research strategy, work plan and budget, under CI's priorities and areas of focus.
- Define research needs of the country members and make recommendations on new research topics.
- Oversee the publication of research reports, briefs, articles and other relevant knowledge products within the division.
- Organize research activities including the Research Conference and Visiting Fellow Program.
- Lead the completion of all research projects of the division, preferably with the technical assistance or research grants from CI partners.
- Implement two research projects per annum in own research specialization area.
- Publish at least 2 research publications per annum on the CI website as sole or first author.
- Build and strengthen partnerships with development institutions, governments, academia and think tanks for research collaboration, including proactively mobilizing intellectual and financial resources for CI's research projects.

- Manage participation in seminars, conferences, and other events relevant to CI's research directions, acting as a principal spokesperson on economic integration and development issues within the CAREC region.
- Provide support for capacity building, knowledge management, strategic dialogue and other CI activities.
- Guide a diverse team to strengthen CI's research capacity, 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.
- Lead the activities on the review of CI's research publications.
- Serve as a member of the Publication Board of CI.
- Report on the division's activities.
- Perform other functions determined by the management based on institutional needs.

Qualifications and Selection Criteria

- PhD degree in economics and other related fields from a reputable university.
- Minimum 10 years of professional experience of organizing academic research, policy research and (i.e. managing research teams) with good knowledge of CAREC countries.
- Work experience preferably in an international or regional organization, in research and/or policy making.
- Publication track record, including at least 10 articles in peer-reviewed international academic journals or as book chapters in edited volumes or research reports of international organizations.
- Proven capability to influence and mobilize support across institutional boundaries.
- Capable of supervising a team of multi-national background.
- Extensive experience in exposing in a variety of media and social media outlets.
- 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 Research 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.