



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 CI's priorities and areas of focus.
- Oversee the design, organization and implementation of CI'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 CI'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.