



**Job Title: Chief of Strategic Planning Division
CAREC Institute
Terms of Reference**

The Central Asia Regional Economic Cooperation Institute (CAREC Institute, CI) is looking for the **Chief of the Strategic Planning Division**.

The CAREC Institute (CI) is an intergovernmental organization dedicated to promoting economic cooperation and integration in CAREC region and along the Silk Road through knowledge generation and sharing. It is headquartered in Urumqi, Xinjiang Uygur Autonomous Region, the People's Republic of China (PRC).

The CAREC Institute is jointly shared, owned, and governed by eleven member countries: Afghanistan, Azerbaijan, the PRC, Georgia, Kazakhstan, Kyrgyz Republic, Mongolia, Pakistan, Tajikistan, Turkmenistan, and Uzbekistan. It serves as the knowledge support arm of the CAREC Program. Acting as a knowledge connector, the CAREC Institute integrates the efforts of the five CAREC clusters (Economic and Financial Stability, Trade, Tourism, and Economic Corridors, Infrastructure and Connectivity, Agriculture and Water, and Human Development) to ensure coherence in the design and implementation of policies, programs, and projects to promote regional economic cooperation and integration.

Functions and Responsibilities

- Lead the development of strategic plans at CI in collaboration with management, divisions and external stakeholders targeting regional cooperation, integration and development.
- Perform strategic reviews to assess progress, identify risks, and propose adjustments to achieve organizational goals effectively.
- Plan and organize engagements in collaboration with partners including but not limited to governments, international organizations, development partners, and knowledge institutions.
- Prepare and manage collaboration agreements such as memorandums of understanding (MOUs) and action plans.
- Coordinate CI's participation in relevant meetings of ADB and other international organizations.

- Organize CI activities including the Governing Council, Advisory Council and other regular meetings with member countries and stakeholders.
- Manage CAREC Think Tank Network and organize relevant activities.
- Lead the preparation of multiyear operational plans at CI.
- Ensure strategic initiatives are integrated across all divisions to enhance overall organizational effectiveness.
- Work closely with operational divisions and provide evidence-based advice on the design and implementation of research, capacity building and knowledge management activities.
- Contribute to resource mobilization by leading the work of financial sustainability working group.
- Provide leadership and guidance to the team responsible for strategic planning.
- Additional functions and duties as assigned by the CI management.

Qualifications and Selection Criteria

- Master's degree or higher in public policy, international relations, business administration or related fields.
- Minimum 15 years of relevant professional experience in strategic planning and development, with a proven track record in middle to senior management positions, preferably in international organizations or national government administrations.
- Deep understanding of the dynamic landscape and strategic priorities of the CAREC region, with the ability to identify growth and cooperation needs of member countries.
- Extensive experience in working with middle to senior level officials in governments, international organizations and research institutions.
- Strong leadership and interpersonal skills, with a history of managing diverse teams and fostering a collaborative work environment.
- Ability to interact and communicate effectively across organizational boundaries.
- Work experience in the CAREC region will have an added advantage.
- High proficiency in English, both oral and written; knowledge of Chinese or Russian is additional asset.
- Applicants must be nationals of CAREC member countries.

Immediate Reporting Relationships

- Chief of the Strategic Planning Division reports to the Deputy Director 1 of CI.

Additional Information

- This is a 3-year appointment with the possibility of an extension.

- CI offers a competitive compensation package and flexible work arrangements.