



Planning Specialist

Terms of Reference

The Central Asia Regional Economic Cooperation (CAREC) Institute is looking for a **Planning Specialist – a national staff position.**

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 operational 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

- Support the formulation and periodic updating of CI's strategy and operational plans.
- Coordinate the implementation of CI's strategic initiatives and operational plans.
- Conduct background research to support strategic planning and country need assessments.
- Support the establishment and maintenance of an effective communication channel between the Governing Council, Advisory Council, key partners and CI.
- Contribute to financial resources mobilization, particularly by supporting the activities of the Financial Sustainability Working Group.

- Assist in the planning and organization of meetings, including those of the CI Governing Council and Advisory Council, by preparing necessary documents and logistical arrangements.
- Provide logistical and planning support for events organized under the CAREC Think Tank Network.
- Assist in drafting Memorandum of Understanding and other partnership documents with external organizations and coordinating the implementation.
- Any other relevant duties may be assigned.

Qualifications and Selection Criteria

- Master's degree in a relevant field.
- At least 5 years of professional experience in related fields, preferably within an international organization or a national government administration.
- Demonstrated understanding of governance structures and processes in an institutional context.
- Solid experience and knowledge in managing or working with knowledge networks and communities of practice.
- Proven strategic vision, strong technical and analytical capacities.
- Excellent cross-cultural communication and diplomatic skills.
- Multitasking ability, working under pressure, and meeting deadlines.
- Excellent verbal and written communication skills in English and Chinese. Proficiency in other regional languages is an asset.
- Applicants must be nationals of the People's Republic of China.

Immediate Reporting Relationships

- The Planning Specialist report to the Chief of Strategic Planning Division, under the overall supervision of Deputy Director One.

Additional Information

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