



Job Title: Deputy Director One
CAREC Institute
Terms of Reference

The Central Asia Regional Economic Cooperation Institute (CAREC Institute, CI) is an intergovernmental organization dedicated to promoting economic cooperation in the 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).

CI is jointly shared, owned, and governed by eleven member countries: Afghanistan, Azerbaijan, the PRC, Georgia, Kazakhstan, the 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.

CI invites applications for the position of Deputy Director One (DD1), a managerial position appointed by the Governing Council. DD1 is responsible for supervising activities of administration, finance, human resources (HR), strategic planning, and economic research. According to the Selection, Appointment and Rotation Procedures of the CI Management, the applicants for the DD1 position must be PRC nationals and be nominated by the PRC Ministry of Finance.

Functions and Responsibilities:

DD1 reports to the CI Director and performs the following functions:

- Oversee the development and review of CI's strategic plans to ensure alignment with organizational goals and stakeholder requirements.
- Supervise the design and implementation of CI's financial strategy, policies and procedures, providing leadership for CI's budget planning and review, treasury management, auditing, accounting, controllership, procurement, project financing, and internal control measures.
- Manage CI's financial transactions and authorize payments while upholding stringent internal controls and compliance measures.

- Supervise the development and implementation of administrative policies and procedures and oversee daily administrative operations to support organizational goals.
- Oversee the development and implementation of HR strategies, policies and procedures, including workforce planning, recruitment and selection, performance management and promotion, learning and professional development, staff relations management, office discipline, and salary structure and benefits package.
- Provide recommendations on selection, extension and termination of international staff and secondees, and be responsible for the selection, extension and termination of national staff.
- Monitor the execution of CI's operational processes and work programs, ensuring effective resource allocation across human, financial, and material assets.
- Develop strategic partnerships and collaborative relationships with counterparts.
- Act as the primary liaison with the host country to coordinate all matters relating to the operation of the CI.
- Oversee and manage CI's information disclosure, overall communication and media posts.
- Oversee the activities of the Chief Economist Team.
- Guide and support CI's financial resource mobilization efforts to ensure CI's long-term financial sustainability.
- Assist Director in upholding the highest standards of professional and ethical behavior to protect CI's image and reputation.
- Work along with other management members in activities related to CI's governing bodies such as the Governing Council and its committees, and the Advisory Council.

Qualifications and Selection Criteria

- Master's degree, PhD preferred, in economics, finance, international relations, human resources, public administration, social science or related fields.
- A minimum of 20 years of professional work experience, demonstrating strong leadership, strategic thinking, fundraising and sound judgment, with a proven track record in managing complex organizations or programs.
- Extensive experience in strategy formulation, human resources, finance, and administration management, with the ability to lead multinational and diversified teams.
- Work experience in international organizations or think tanks will be an added advantage.
- High proficiency in English, with excellent oral and written communication skills to ensure effective engagement with diverse stakeholders and clear articulation of complex ideas.
- Minimum age requirement is 45 years; and
- Applicants must be nationals of the PRC, the host country of the CI.

Application Procedures

- This is a 3-year fixed term with a possible extension of two to three years.