



## **Job Title: Chief of Human Resources and Finance Division Terms of Reference CAREC Institute**

The Central Asia Regional Economic Cooperation Institute (CAREC Institute, CI) is seeking applications for the position of Chief of the Human Resources and Finance Division. This international staff position is open to nationals of CAREC member countries.

CAREC Institute is an intergovernmental organization dedicated to promoting economic cooperation and integration in the CAREC region and along the Silk Road through knowledge generation and sharing. It is jointly shared, owned, and governed by eleven member countries: Afghanistan, Azerbaijan, the People's Republic of China (PRC), Georgia, Kazakhstan, the Kyrgyz Republic, Mongolia, Pakistan, Tajikistan, Turkmenistan, and Uzbekistan. It serves as the knowledge support arm of the CAREC Program. The Institute is headquartered in Urumqi, Xinjiang Uygur Autonomous Region, the PRC.

### **Functions and Responsibilities**

Under the overall guidance of the Institute's management, the Chief of Human Resources and Finance Division shall lead and oversee the Institute's human resources, finance, and administrative management functions, ensuring that institutional resources, systems, and controls are aligned with the Institute's mandate, strategic priorities, and the standards expected of an international organization. Key functions and responsibilities include:

#### **1. Human Resources Management**

- Oversee the formulation, review, update, and implementation of human resources policies, regulations, procedures, and related institutional frameworks.
- Provide strategic advice on organizational structure, workforce planning, institutional reform, and position management to enhance organizational effectiveness and operational efficiency.
- Oversee the Institute's human resources management functions, including recruitment, appointment and contract administration, job classification and job descriptions, performance management and evaluation, compensation and benefits, staff relations, talent development, succession planning, and learning and development.
- Ensure that human resources policies and practices are fair, transparent, merit-based, and consistent with the Institute's operational requirements and

international institutional standards.

## **2. Financial Management**

- Oversee and manage the Institute's financial planning, budgeting, accounting, reporting, treasury, and asset management functions.
- Direct the preparation, execution, monitoring, and periodic review of the Institute's annual budget and related financial plans.
- Review and assess budget requirements for projects, programs, and institutional initiatives, and provide financial guidance to ensure their alignment with the Institute's priorities, funding availability, and applicable policies and procedures.
- Continuously strengthen financial policies, procedures, and internal control systems to ensure sound financial stewardship, accountability, and effective risk management.
- Oversee the review and implementation of financial transactions and disbursements, and ensure the timely preparation of financial statements, management reports, and financial analyses for decision-making.
- Supervise cash flow management, asset administration, and financial aspects of contract review and administration.
- Coordinate external audit and ensure timely follow-up on audit observations and recommendations.
- Support the Institute's long-term development by facilitating resource mobilization, diversified financing channels, and effective integration of financial resources in line with institutional strategy.
- Maintain close coordination with major donors to facilitate the timely and effective replenishment of the Institute's financial resources.

## **3. Administrative and Institutional Support**

- Oversee the Institute's administrative management and related support services to ensure effective, efficient, and well-coordinated institutional operations.
- Promote a strong organizational culture, internal cohesion, and effective coordination across divisions and teams.
- Coordinate the implementation of headquarters-related arrangements and maintain effective working relations with the host country government, relevant host province and municipal authorities, and other competent institutions on matters affecting the Institute's status, operations, privileges, facilities, and administrative functioning.
- Oversee the coordination of legal and administrative matters affecting the Institute, including liaison on residency, visas, work permits, and related arrangements for international personnel and their eligible dependents, in line with applicable laws and institutional arrangements.
- Guide the development and improvement of institutional information systems, digital administration, and records and archives management.

## **4. Integrated Resource Coordination and Strategic Support**

- Direct the integrated planning and allocation of human, financial, and administrative resources to support institutional priorities and business needs.

- Advise management on institutional resource implications, operational risks, and management reforms, and contribute to strategic planning and implementation from an administration, people, and finance perspective.
- Foster cross-divisional communication, coordination, and collaboration to ensure coherent management support for the Institute's programs and operations.

#### **5. Compliance, Integrity, Oversight, and Risk Management**

- Develop, strengthen, and implement institutional compliance frameworks, internal oversight arrangements, and integrity-related policies and procedures in accordance with the standards generally applied by international organizations.
- Promote accountability, ethical conduct, anti-corruption measures, and a culture of compliance throughout the Institute.
- Oversee processes for the receipt, review, investigation, and handling of complaints, grievances, and related matters, in accordance with institutional rules and due process.
- Identify, assess, and mitigate legal, fiduciary, administrative, and compliance risks, and advise management on appropriate preventive and corrective measures.
- Oversee legal support for the processing, negotiation, and administration of the Institute's operations, agreements, and institutional affairs.
- Safeguard the Institute's credibility, institutional integrity, and international reputation through effective governance and risk control measures.

#### **6. External Relations and Partnership Support**

- Maintain effective working relationships with member countries, partners, and relevant stakeholders on matters within the Division's purview.
- Support management in securing broad understanding of and support for the Institute's institutional development priorities.

#### **7. Other Duties**

- Perform other duties and responsibilities as may be assigned by the Institute's management.

#### **Qualifications and Selection Criteria**

- Proven suitability and demonstrated capacity to undertake the managerial, supervisory, and strategic responsibilities of the position.
- Master's degree, or equivalent advanced university degree, in accounting, auditing, finance, economics, business administration, public administration, human resources management, or a related field.
- At least 10 years of progressively responsible professional experience in relevant areas, preferably including experience in a managerial role.
- Strong experience in liaising and coordinating with host country government authorities, relevant provincial and municipal authorities, and other external stakeholders and institutions.
- Demonstrated strategic thinking, sound judgment, analytical capability, and the

ability to work independently while fostering teamwork and collaboration across functions.

- Strong interpersonal, communication, and relationship-management skills, with the ability to engage effectively with internal and external stakeholders at different levels.
- Excellent command of written and spoken English.
- Professional experience in a multicultural and international environment is highly desirable.

**Immediate Reporting Relationships**

- The Chief of Human Resources and Finance Division reports to the Deputy Director One at the CAREC Institute.

**Other Information**

- This is a 3-year fixed-term appointment with a possible extension.
- CAREC Institute offers an internationally competitive compensation package and flexible work arrangements.