Head of Knowledge Generation (Research) Unit
CAREC Institute
Terms of Reference

Central Asia Regional Economic Cooperation (CAREC) Institute is an intergovernmental organization that has been established by CAREC member countries as a knowledge institution.[1] The mission of the CAREC Institute (CI) is to enhance the quality and effectiveness of the regional economic cooperation by providing evidence-based research, capacity building services and networking with research institutions. The CI supports the CAREC Program's strategic goals directly and effectively in all aspects of its knowledge program including working closely with CAREC sector coordinating committees, and being strategic and practical. The CI takes an integrated approach to implement its strategic knowledge framework of knowledge generation, knowledge services and knowledge management. The CI, being a results-oriented institution, its regional knowledge programs are designed and implemented through closer partnerships, and extensive networking and more collaboration with specialized agencies and institutions.

The CI, located in Urumqi, Xinjiang Uygur Autonomous Region, People's Republic of China (PRC), invites applications for *Head of Knowledge Generation Unit,* a managerial and international staff position. Under the guidance of the Management team, he/she will manage, promote and contribute to the CI's knowledge generation through active and prudent interventions.

Functions and Responsibilities:

- Formulate knowledge generation (research) program and administer research portfolio of the CI;

- Develop and implement a research capacity building program for CI's research unit;

- Design comprehensive work plan for the research program and supervise implementation of the plan;

- Build a network of partners with academe, research institutions and think tanks, development scholars and practitioners, individuals and stakeholders for research collaboration;

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[1] Eleven CAREC member countries include Afghanistan, Azerbaijan, People's Republic of China (PRC), Georgia, Kazakhstan, Kyrgyz Republic, Mongolia, Pakistan, Tajikistan, Turkmenistan, and Uzbekistan.

- Administer and conduct research in the areas of regional economic cooperation and integration, focusing on specific clusters as specified in the CAREC 2030 and the CI Strategies as well as related thematic issues;

- Collaborate with relevant research institutes and think tanks in the CAREC region;

- Develop and identify specific research activities, applied solutions, and good practices for implementation as part of knowledge generation initiatives;

- Promote and implement innovations and new techniques in support of knowledge generation initiatives;

- Supervise research staff and monitor and review various research outputs;

- Conduct annual performance review among research staff in compliance with globally-accepted standards

- Provide professional inputs and advice to the CI Management on various institute-wide issues including overall research strategy, annual research agenda, and staff work plans;

- Undertake any other activities as directed by Management of the CI based on institutional needs.

Qualifications and Selection Criteria:

- Suitability to undertake the managerial responsibilities mentioned above. Capable to supervise a team of international as well as national technical and administrative staff;

- PhD degree in economics, international trade and finance, development studies or regional studies from a reputable institution;

- At least 15 years of professional experience in the above related fields, demonstrated independence of thinking, team work and strong analytical skills;

- Experience of conducting and administering research in an international development organization, a reputable academic institution, a policy-oriented research institution, or a think tank;

- A minimum of ten (10) years of experience in organizing, conducting and managing research programs, high-level forums, seminars, and conferences;

- Has published at least five (5) publications in peer-reviewed international academic journals or as book chapters in edited volumes; and at least one single-authored book or evidence of a book manuscript as work-in- progress, or a book contract with a reputable international publisher;

- Has extensive exposure in a variety of media and social media outlets, to demonstrate public outreach in area of expertise. These outlets include regional and global newspapers, interviews with broadcast media, and publications disseminated in digital/social media outlets (e.g., e-magazines; e-journals);

- As a managerial-level international staff, the position requires strong analytical and problem-solving skills, and administrative management experience;

- Professional experience in multicultural and international environment;

- Strong interpersonal and communication skills;

- High proficiency in English language with excellent oral, written communication and presentation skills;

- Expertise in the use of quantitative tools (STATA, E-views, SPSS, EXCEL, etc) would be considered an asset, with overall familiarity on the use of appropriate research methodologies, particularly mixed methods;

- Applicant must be a national of a CAREC member country, and candidate will be considered on the basis of merit and suitability taking into account position requirements and overall qualifications.

Immediate Reporting Relationships:

- Head of Knowledge Generation Unit reports to the Deputy Director 2 of the CI.

Other Information:

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

- The CI offers an internationally competitive compensation package in US dollars.

Application Procedures:

- The applications should be emailed to **Ms. Wendy (hr@carecinstitute.org) by 7:00 p.m., Beijing time, July 12, 2019 (Friday)**. CI is an equal opportunity employer and women are encouraged to apply. Only short-listed applicants will be contacted.

- The candidates are required to certify that all information provided on any employment application form, resume or CV is complete, true and accurate to the best of his/her knowledge. He/ She understands that information may be verified, and any misrepresentation of facts may be considered cause for dismissal regardless of when discovered by the CI.