



**Senior Research Officer  
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.<sup>1</sup> 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 collaboration with specialized agencies and institutions.

The CI, located in Urumqi, Xinjiang Uygur Autonomous Region, People's Republic of China (PRC), invites applications for **Senior Research Officer**, an international staff position.

**Functions and Responsibilities:**

- Assist the Head of Knowledge Generation Unit in formulating a knowledge generation program under the guidance of the CI's Management team.
- Contribute to the CI's knowledge generation work with focus on the following research agenda items: i) trade facilitation; transport connectivity, iii) trade openness, and iv) trade in crucial commodities in the CAREC region (e.g., energy, agriculture, and the like).
- Write two policy papers and one article or book chapter of publishable quality per year.
- Contribute to developing and identifying specific research activities, applied solutions, and good practices for implementation as part of knowledge generation initiatives.
- Any other relevant duties that may be assigned based on operation needs.

**Qualifications and Selection Criteria**

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

- Suitability to undertake the responsibilities mentioned above as Research Officer in Knowledge Generation. Capable to work in a team of highly professional and technical staff as well as some local support staff.
- A university degree in economics, trade and finance, development studies, regional studies. Preferably at post-graduate level or its equivalent.
- At least 10 years of relevant professional knowledge, demonstrated independence of thinking, team building, high-level of professional integrity, and strong analytical skills, with earned respect of professional peers.
- The position requires international and regional experience. Experience with bilateral and multilateral institutions especially in the CAREC region will be considered an advantage.
- Ability to interact and communicate effectively across organizational boundaries, with different stakeholders and partners, international and local.
- High proficiency in English, both oral and written communication skills. Fluency in another Central Asian language (Russian) would be an advantage.
- Applicants must be nationals of CAREC member countries, and candidates will be considered on the basis of merit and suitability, taking into account position requirements and overall qualifications.

#### **Immediate Reporting Relationships:**

- Senior Research Officer reports to the Head of Knowledge Generation Unit of the CI.

#### **Other Information:**

- This is a 3-year fixed term appointment with possibility of extension.
- The CI offers an internationally competitive compensation package in US dollars.

#### **Application Procedure:**

- The applications should be emailed to **Ms. Wendy (hr@carecinstitute.org) by 7:00 p.m., Beijing time, May 3, 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.