



Job Title: Senior Capacity Building Specialist

Job Description

The Central Asia Regional Economic Cooperation (CAREC) Institute is an intergovernmental organization dedicated to promoting economic cooperation in the Central Asia and along the Silk Road through knowledge generation and sharing. The Institute 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, Kyrgyzstan, Mongolia, Pakistan, Tajikistan, Turkmenistan, and Uzbekistan. It is a knowledge support arm of the CAREC Program which is a proactive facilitator of practical, results-based regional projects, and policy initiatives critical to sustainable economic growth and shared prosperity in the region, guided by the overarching vision of "Good Neighbors, Good Partners, and Good Prospects."

The Institute acts as a knowledge connector among the five CAREC clusters to ensure coherence in design and implementation of policies, programs, and projects to promote regional economic cooperation and integration.

The CAREC Institute invites applications for the position of **Senior Capacity Building Specialist**, an international professional staff position under the guidance of the Chief of the Capacity Building Division. Applicants must be nationals of one of the eleven CAREC member countries and must meet the following qualifications and requirement.

Functions and Responsibilities:

- 1) Support the Chief of the Capacity Building Division (CBD) in preparation of the capacity development concept of CAREC Institute and the preparation of Rolling Operational Plan.
- 2) Prepare background preparations for CAREC Institute's capacity development/building interventions based on CAREC Institute's capacity building concept. Prepare concept note for individual and group of activities on capacity development.
- 3) Assist the Division Chief in designing and delivering capacity building (CB) activities based on gaps and needs of CAREC member countries, CAREC 2030 program and CAREC Institute Strategy 2022.
- 4) Draft CB-related technical documents, workshop proceedings and assessment reports.
- 5) Organize and moderate capacity development interventions, such as workshops or knowledge-sharing events.
- 6) Prepare analytical reports based on factual data on member countries' national CB institutions and maintain a regional inventory of such knowledge institutions, including information about leading experts and their competitive advantages.
- 7) Maintain a monitoring and evaluation (M&E) system with appropriate tools or means of data collection on CAREC Institute's capacity development interventions to draw systematic and strategic lessons and recommendations for both impact assessment and improvements/better planning.

- 8) Put efforts in establishing and maintaining partnerships with international, regional and national institutions with strategic relevance to CAREC Institute's CB program.
- 9) Provide CB support for in-house professional skill development of the division's staff.
- 10) Prepare annual budget and operational reports for CB activities.
- 11) Perform any other relevant duties which might be assigned by the direct supervisor.

Qualifications and Selection Criteria:

- 1) Suitability to undertake the responsibilities listed above with demonstrated competencies to work in a team of highly professional and technical staff in an international working environment.
- 2) A Master or preferably a Ph.D. degree in education, economics, public policy, trade and finance or any other related fields (e.g. curriculum development or adult learning theories).
- 3) At least 10 years of experience in following areas: capacity building, training and professional organizational development.
- 4) Experience in designing and conducting international workshops and training activities to government officials and stakeholders, in particular experience in training high level officials or stakeholders will be regarded as an asset.
- 5) Strong track records of curriculum development with an emphasis on CB.
- 6) Experience of writing training manuals and CB educational materials.
- 7) Good understanding of regionalism and regional cooperation issues.
- 8) Experience of working with multi-stakeholder, regional, or international inter-governmental organizations.
- 9) Have an open global view and be able to travel extensively.
- 10) Have the ability to interact and communicate effectively across organizational boundaries to establish and maintain close professional working relations with internal and external colleagues.
- 11) High proficiency in English, both oral and written, is a must.

Immediate Reporting Relationships:

- The Senior Capacity Building Specialist reports to the Chief of the CBD.

Other Information:

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

Application Procedure:

- The applications (a concise cover letter and CV) should be emailed to **hr@carecinstitute.org by 7:00 p.m., Beijing time by 13 January 2020 (Monday)**, The CAREC Institute promotes equality and thus both women and men are strongly encouraged to apply. Only short-listed applicants will be contacted. Employment at the CAREC Institute is based on merit and suitability for the position requirements and overall qualifications.
- The candidates are required to certify that all information provided on employment application forms, resume or CV is complete, true and accurate to the best of their knowledge. S/he understands that information may be verified, and any misrepresentation of facts may be considered cause for dismissal regardless of when discovered by the CAREC Institute.