

Asiya İnkişaf Bankının Mərkəzi Asiya Regional İqtisadi Əməkdaşlıq (CAREC) Proqramı çərçivəsində Çin Xalq Respublikasının Urumçi şəhərində 2015-ci ilin mart ayından Elmi-Tədqiqat İnstitutu fəaliyyətə başlamışdır.

Hazırda CAREC Elmi-Tədqiqat İnstitutuna 5 vakant vəzifəyə müsabiqə elan edilmişdir. Vəzifələrə dair tələb və şərtlər haqqında məlumat aşağıda qeyd edilib.

Advertisement on the International Staff Recruitment of the Central Asia Regional Economic Cooperation (CAREC) Institute

A. Background Information

The Central Asia Regional Economic Cooperation (CAREC) Institute, has been established as a knowledge institution. The CAREC Institute (CI) is expected to be at the intellectual forefront of economic cooperation in the CAREC region and will focus on three sets of initiatives, i.e., regional, multi-sectoral, and common sector issues. The mission of the CI is to enhance the quality of the regional economic cooperation through the generation of knowledge products and services for effective regional cooperation needed to achieve CAREC's strategic goals and accelerate economic growth in the CAREC region.

The CI is located in Urumqi, Xinjian Uygur Autonomous Region, the People's Republic of China (PRC). The member countries consist of Afghanistan, Azerbaijan, PRC, Kazakhstan, Kyrgyz Republic, Mongolia, Pakistan, Tajikistan, Turkmenistan, and Uzbekistan.

The CI is now calling for applications for five (5) working level international staff responsible for strategic planning, research and training. The applications should come from CI's member countries and are devoted to Central Asia regional economic cooperation and development.

B. Proposed Positions and Selection Criteria

(i) Head of Strategic Planning Unit

The Unit Head for Strategic Planning have, among others, the following functions and responsibilities:

Functions and Responsibilities:

- Formulate and coordinate Institution-wide strategic and business plan under the guidance of CI's Management team;
- Formulate the annual budget consistent with CI's business plan, including organization, staffing and resources plans in meeting CI's operational requirements;
- Prepare budget utilization reports and establish a process of reallocating resources and reprioritizing programs that allows delivery of quality results within available budget;
- Conduct organizational review and alignment, undertake skills needs analysis, and address skills gaps to promote greater organizational effectiveness in implementing CAREC programs;
- Develop operational policies, procedures, and guidelines relevant to CI operations;
- Provide advice to Management team on various institute-wide issues such as annual and medium-term work plans and major operational opportunities and challenges;
- Anticipate and manage issues of strategic importance for CI operations;
- Support units concerned in the formulation of operational and financial policies and guidelines, administrative procedures, HR policies, administrative orders and to ensure institute-wide consistency on implementing these policies, procedures and guidelines;
- Design and develop, jointly with the Knowledge Management Unit, a results framework by deciding on appropriate indicators, establishing baseline data, and proper monitoring and reporting mechanism for better measure, monitor, and manage CI's knowledge management framework and operations;
- Develop a cost and expenditure monitoring system in support of a budgetary planning and control measures; manage for results by planning staff resources, implementing, monitoring, and reporting outcomes;
- Assist in developing a network of institutions in the CAREC region, as well as outside, that could collaborate in delivering and financing the CI work program;
- Continuously inform Management team of significant developments in the Unit, emerging opportunities and challenges, and provide timely recommendations accordingly; and
- Any other relevant duties that may be assigned based on business needs.

Qualifications and Selection Criteria:

- Suitability to undertake the managerial responsibilities mentioned above as Unit Head for Strategic Planning. Capable to supervise a team of highly professional and technical staff as well as some local support staff.
- A university degree in economics, business administration or related fields; preferably at post-graduate level or its equivalent.
- At least 12-15 years of relevant professional knowledge, demonstrated independence of thinking, team management and building, high-level of professional integrity, and strong analytical skills, with earned respect of professional peers.
- Experience and interest in strategic planning at an institute level, good at policy formulation and coordination work with development partners.
- As a managerial-level international staff, the position requires a strong global view with extensive international and regional experience, including effective interactions with bilateral and multilateral institutions, will be taken into consideration.
- Ability to interact and communicate effectively across organizational boundaries, with Governing Council, government officials, Management team, and other international and local staff members.
- High proficiency in English, both oral and written communication skills.
- 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.

(ii) Head of Knowledge Management Unit

The Unit Head for Knowledge Management reports to Deputy Director 2 (DD2) of the CI and have, among others, the following functions and responsibilities:

Functions and Responsibilities:

- Formulate a knowledge management program with appropriate resource allocation under the guidance of CI's Management team;
- Lead and coordinate in organizing, processing and transforming available and relevant knowledge and information into knowledge products for wider dissemination within CAREC countries;
- Establish knowledge databases relevant to CI operations with particular focus on priority sectors in transport, energy, trade facilitation, and trade policy as well as second-tier areas such as economic corridor development, agriculture, tourism, etc. ;
- Support the development and maintenance of regional partnerships to enhance knowledge and good practices on various regional initiatives;

- Support CI's knowledge management initiatives through appropriate means, including portals, e-knowledge platform and CAREC website in close consultations with internal and external experts on information systems and technology (IST) as well as all Units concerned for efficient implementation;
- Provide advice to Management team on various institute-wide issues such as annual and medium-term work plans and major operational opportunities and challenges with respect to knowledge management efforts;
- Assist in developing a network of institutions in the CAREC region, as well as outside, that could collaborate in delivering and financing the CI work program;
- Lead in the design and develop, jointly with Strategic Planning Unit, a results framework but focusing on annual evaluation of CI performance in knowledge management with clear indicators established at the start of the new CI strategic period, and an assessment of the CI's knowledge management work will also be undertaken regularly;
- Lead in developing and implementing employee training and development programs relevant for promoting knowledge management and CI operations;
- Continuously inform Management team of significant developments in the Unit, emerging opportunities and challenges, and provide timely recommendations accordingly; and
- Any other relevant duties that may be assigned based on business needs.

Qualifications and Selection Criteria:

- Suitability to undertake the managerial responsibilities mentioned above as Unit Head for Knowledge Management. Capable to supervise a team of highly professional and technical staff as well as some local support staff.
- A university degree in economics, engineering, trade and finance, information technology or related fields; preferably at post-graduate or its equivalent.
- At least 12-15 years of relevant professional knowledge, demonstrated independence of thinking, team management and building, high-level of professional integrity, and strong analytical skills, with earned respect of professional peers.
- Experience and interest in strategic planning at an institute level, good at policy formulation and coordination work with development partners.
- Experience of working in international organization preferred.
- As a managerial-level international staff, the position requires a strong global view with extensive international and regional experience, including effective interactions with bilateral and multilateral institutions, will be taken into consideration.
- Ability to interact and communicate effectively across organizational boundaries, with Governing Council, government officials, Management team, and other international and local staff members.
- High proficiency in English, both oral and written communication skills.

- 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.

(iii) Research Officer in Strategic Planning

The Research Officer in Strategic Planning will have, among others, the following functions and responsibilities:

Functions and Responsibilities:

- Develop proposals for improvement of regional policies and strategies for regional economic cooperation and development in consultation with CI's member countries;
- Conduct strategic and policy research on the regional and national economic development in collaboration with relevant economic research institutes of CI's member countries;
- Support in preparation of Institution-wide strategic and business plan under the guidance of CI's Management team;
- Assist in formulating the annual budget consistent with CI's business plan, including organization, staffing and resources plans in meeting CI's operational requirements;
- Actively participate in preparation of budget utilization reports and proposals for reallocating resources and reprioritizing programs that allows delivery of quality results within available budget;
- Assist in developing operational policies, procedures, and guidelines relevant to CI operations;
- Prepare proposals on various institute-wide issues such as annual and medium-term work plans and major operational opportunities and challenges;
- Participate in developing a cost and expenditure monitoring system in support of a budgetary planning and control measures; develop proposals for planning staff resources, implementing, monitoring, and reporting outcomes;
- Participate in providing assistance to developing a network of institutions in the CAREC region, as well as outside, that could collaborate in delivering and financing the CI work program;
- Preparing and organizing regional policy and strategic workshops and seminars; and
- Any other relevant duties that may be assigned based on business needs.

Qualifications and Selection Criteria:

- Suitability to undertake the responsibilities mentioned above as Research Officer for Strategic Planning. Capable to work in a team of highly professional and technical staff as well as some local support staff.

- A university degree in economics, business administration or related fields; preferably at post-graduate level or its equivalent.
- At least 12 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.
- Strong academic research capabilities and analytical skills on policy and strategic issues related to energy, transport, trade and relevant sectors of CI operations.
- Experience and interest in strategic planning, good at policy formulation and coordination work with development partners.
- The position requires a strong global view with necessary experience of working in an international organization.
- Strong interpersonal and negotiation skills to deal with persons of different cultural and educational backgrounds.
- High proficiency in English, both oral and written communication skills.
- 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.

(iv) Research Officer in Knowledge Generation

The Research Officer in Knowledge Generation will have, among others, the following functions and responsibilities:

Functions and Responsibilities:

- Assist Head of Knowledge Generation Unit in formulating a knowledge generation program under the guidance of CI's Management team;
- Contribute to CI's knowledge generation work with focus on facilitating trade expansion through transport connectivity, transport and trade facilitation, trade openness, and energy trade; and (b) improved competitiveness through economic corridor development, and the development of related services;
- Providing support to monitoring and reviewing various research outputs in order to ensure quality and relevance to CAREC programs, as well as efficient knowledge sharing among CAREC countries;
- Contribute to developing and identifying specific research activities, applied solutions, and good practices for implementation as part of knowledge generation initiatives;
- Promote, identify and implement innovations and new techniques in support of knowledge generation initiatives;
- Preparing inputs and providing advice to Head of Unit as well as CI Management team on various institute-wide issues such as annual and medium-term work plans and major operational opportunities and challenges with respect to knowledge generation efforts;

- Provide inputs to annual evaluation of CI performance in knowledge generation, and to assessment of the CI's knowledge generation work which will also be undertaken regularly;
- Any other relevant duties that may be assigned based on business needs.

Qualifications and Selection Criteria:

- 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, engineering, trade and finance, information technology or related fields; preferably at post-graduate level or its equivalent.
- At least 12 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.
- Experience and interest in strategic planning, good knowledge at policy formulation and coordination work with development partners.
- As a research officer engaged in elaboration and implementation of regional knowledge programmes, the position requires a strong global view with necessary international and regional experience, including effective interactions with bilateral and multilateral institutions, will be taken into consideration.
- 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.
- 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.

(v) Knowledge Services Officer

The Knowledge Services Officer will have, among others, the following functions and responsibilities:

Functions and Responsibilities:

- Assist Head of Knowledge Services Unit in formulating a knowledge services program under the guidance of CI's Management team;
- Participate in designing, developing and delivering customized capacity building and training (CBT) programs through well planned and organized seminars, workshops and conferences;
- Provide support in the formulation of a medium-term information systems and technology (IST) strategy in achieving greater office automation, proper integration of internal systems, a tool for monitoring and control, efficient data generation and information flow to facilitate

knowledge management, capitalizing the latest IT infrastructure and technology, and improving IT-supported telecommunications;

- Assist in managing resources in support of IST functions to ensure optimum level of integration among various application systems given the environment, operational requirements, and the initial organization of the CI;
- Preparing inputs and providing advice to Unit Head as well as Management team on various institute-wide issues such as annual and medium-term work plans and major operational opportunities and challenges with respect to knowledge services efforts;
- Providing inputs to annual evaluation of CI performance in knowledge services and to an assessment of the CI's knowledge services work which will also be undertaken regularly;
- Any other relevant duties that may be assigned based on business needs.

Qualifications and Selection Criteria:

- Suitability to undertake the responsibilities of Knowledge Services Officer mentioned above. Capable to work in a team of highly professional and technical staff as well as some local support staff.
- A university degree in economics, engineering, trade and finance, information technology or related fields; preferably at post-graduate level or its equivalent.
- At least 12 years of relevant professional experience, demonstrated independence of thinking, team building, high-level of professional integrity, and strong analytical skills, with earned respect of professional peers.
- Strong administrative service support orientation, experience and interest in rendering a wide range of administration and its related work, good at formulating internal systems and control measures, and effective internal coordination work.
- The position requires a strong global view with necessary experience of working in an international organization.
- Good communicator with strong interpersonal and negotiation skills to deal with persons of different cultural and educational backgrounds.
- High proficiency in English, both oral and written communication skills.
- 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.

C. Benefits Package

The CI offers an internationally competitive compensation package paid in US dollars. Salaries and benefits are generally free of tax except for citizens of some countries. Various other benefits, including annual leave, housing and medical subsidy, education allowance, will be provided on a basis of rules and regulations stipulated in CI's staff Administrative Order.

D. Application Procedures

- The positions for Unit Head are 3-year fixed term appointments without extension.
- The positions for Research Officer and Knowledge Services Officer are 3-year fixed term appointments with possible extension subject to satisfactory performance as determined by the CI management.
- CI offers a regionally competitive compensation package paid in US dollars. Salaries and benefits are generally free of tax except for citizens of some countries.
- Applicants must be nationals of CAREC member countries.
- Applicants are invited to apply by email with a cover letter and curriculum vitae to CI marked to the attention of Mr. Chen Long, (tsl1207@126.com), CAREC Institute.
- Applications should be submitted by 7:00 p.m., Urumqi time, Monday, 30 November 2015.
- CI is an equal employment opportunity institution and women are encouraged to apply.
- Only short-listed applicants will be notified.
- Əlavə sual və məlumat üçün əlaqələndirici şəxs Əşrəf Quliyev
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