



Job Title: Senior Strategic Planning Specialist

CAREC Institute

Terms of Reference

The Central Asia Regional Economic Cooperation Institute (CAREC Institute, CI) is looking for the ***Senior Strategic Planning Specialist***, an international professional staff position in the Strategic Planning Division (SPD).

CI 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 headquartered in Urumqi, Xinjiang Uygur Autonomous Region, the People's Republic of China (PRC).

CI is jointly shared, owned, and governed by eleven member countries: Afghanistan, Azerbaijan, the PRC, Georgia, Kazakhstan, Kyrgyz Republic, Mongolia, Pakistan, Tajikistan, Turkmenistan, and Uzbekistan. It is also the knowledge support arm of the CAREC Program. The CAREC Institute acts as a knowledge connector among the five CAREC clusters (Economic and Financial Stability, Trade, Tourism, and Economic Corridors, Infrastructure and Connectivity, Agriculture and Water, and Human Development) to ensure coherence in the design and implementation of policies, programs, and projects to promote regional economic cooperation and integration.

Functions and Responsibilities

- Support the SPD chief in advancing CI's strategic plan development and promoting its effective implementation and impact.
- Prepare mid-term reviews of the CI strategies and develop CI's new strategy, taking into account the evolving development landscape and knowledge needs of the CAREC region and countries and leveraging CI's comparative advantage and resource availability.
- Organize and participate in the events of the CI Governing Council, Advisory Council, Financial Sustainability Working Group, and regular meetings with key CI stakeholders, and prepare relevant meeting documents.
- Assist in identifying the development and knowledge needs of member countries for CI to develop rolling operational plans.
- Prepare documents for the CAREC Think Tank Network including the CAREC Think Tank Development Forum, and coordinate with partners for the implementation of the Forum.

- Promote regular country need assessment to engage with National Focal Points (NFPs) and other pertinent ministries and departments within CAREC Priority clusters and identify the CI's strategic and operational priorities.
- Assist in establishing and maintaining a network of CI member countries and partners to facilitate strategy implementation, knowledge exchange, and financial resource mobilization.
- Ensures effective coordination and communication with member countries and partners on strategic and operational matters, addressing technical questions and other requests from internal and external stakeholders approved by the management and SPD chief.
- Provide advice to improve the capacity and quality of CI on strategic thinking, policy analysis and operational activities based on review and analysis of the strategies and work programs of CAREC Program and CI and make recommendations to CI Management and SPD Chief for consideration.
- Any other relevant duties that may be assigned based on organizational needs.

Qualifications and Selection Criteria

- A master's degree, preferably PhD, in economics, finance, public administration, or related fields from a reputable university.
- A minimum of 10 years of relevant professional experience, with flexibility for qualified candidates¹.
- Experience in strategic planning within international organizations or national government agencies, along with strong knowledge of the CAREC region, is an advantage.
- Expertise in policy formulation and coordination with development partners.
- Requisite understanding of research, capacity building, and knowledge management.
- Good communication skills with internal and external CI stakeholders are necessary.
- Demonstrated independence of thinking, team management and building, high level of professional integrity, and strong analytical skills.
- Written and verbal proficiency in English.
- Applicants must be nationals of the CAREC countries.

Immediate Reporting Relationships

- Senior Strategic Planning Specialist reports to the Chief of Strategic Planning Division.

Additional Information

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

¹ Periods spent in full-time study will not be counted towards this requirement.