

National Highway Authority

Administration Wing (HRD) Cell

"Say No to Corruption"

No. 18(1)-CAREC/HRD/NHA/2019/ 165

27th Mauve Areas, G-9/1,
Islamabad the, 13 February, 2019

C I R C U L A R

Subject: **RECRUITMENT OF CAREC INSTITUTE (CI) DIRECTOR**

The Ministry of Communications, Islamabad has forwarded a copy of Economic Affairs Division letter No. 6(9) ADB-IV/EAD/2019 dated January 31, 2019 circulating that Central Asia Regional Economic Cooperation (CAREC) Institute (CI), Urumqi, Uygur, China **has invited suitable applications from eligible candidates for the position of Director of a Management level international staff position for a non-extendable two-year fixed term contract.** Qualifications & Selection Criteria, Functions & Responsibilities and Job Advertisement is **enclosed**.

2. Interested candidates may apply with a covering letter specifying their relevance and why they are most suitable for the position along-with curriculum vitae may be sent on email: nnazir.consultant@adb.org. Applications should be submitted online by 5:00 p.m. **February 15, 2019** positively.

3. Terms of reference for Director of the CAREC Institute can be downloaded from EAD's website www.ead.gov.pk or www.carecprogram.org.

4. The matter is circulated for information, dissemination with the request that the eligible candidates who are willing/interested to apply for the position of Director (CI) may forward their requests to HRD Cell latest by **14-02-2019**. The HRD Cell will process their requests and issue them permission to apply online with the approval of Chairman, NHA.


(BARKAT ALI)
Director (HRD)
051-9032510

All Members, HQ/Regions

Secretary NHA

Dirs (Reg/Estb/MIS/Legal/PR/Compliants/Env/Pers/Rectt)

Copy to: -
AD MIS

To be uploaded on NHA's Website

Government of Pakistan
Ministry of Finance, Revenue and Economic Affairs
(Economic Affairs Division)

No.6 (9) ADB-IV/EAD2019

Islamabad, the 31st January, 2019

OFFICE MEMORANDUM

Subject: Recruitment of CI Director

1. The undersigned is directed to state that Central Asia Regional Economic Cooperation (CAREC) Program is a partnership of 11 member countries including (Afghanistan, Azerbaijan, the People's Republic of China, Georgia, Kazakhstan, the Kyrgyz Republic, Mongolia, Pakistan, Tajikistan, Turkmenistan, and Uzbekistan) supported by multilateral institutions including ADB, EBRD, IMF, IsDB, UNDP, WB and DFID. The program intends to promote development through regional cooperation, leading to accelerated growth and poverty reduction. The Asian Development Bank serves as the CAREC Secretariat.
2. In order to meet the research and capacity building needs of the Central Asia Regional Economic Cooperation Program, CAREC Institute (CI) was established in Urumqi, Xinjiang, China. The agreement establishing the Central Asia Regional Economic Cooperation Institute was signed on 26th October 2016, in Islamabad.
3. The position of Director CAREC Institute which is filled on rotational basis for a two years tenure from amongst the CAREC member countries, will become available for Pakistan after completion of tenure of the present Director CI from Mongolia on 31st July, 2019.
4. The Government of Pakistan is required to forward two suitable candidates for the said position for further evaluation and interviews by CI's Recruitment and Selection Committee (RSC). The final approval rests with the Governing Council of 11 member countries.
5. Interested candidates from the following line ministries who fulfill the criteria in all respects and have been associated in any manner with the activities of the CAREC Program may apply with covering letter by 15 February, 2019 till 1700 hours on the e-mail mnazir.consultant@adb.org. Detailed terms of reference specifying functions and eligibility criteria of the post is enclosed Application details can also be accessed from: www.ead.gov.pk.

6. **Applications received after the deadline will not be considered.**

(Rahman Shah)
Section Officer (ADB-IV)
Ph: 9212861
Fax: 9218976

- (i) The Secretary, M/o Communications, Govt. of Pakistan, Islamabad.
- (ii) The Secretary, M/o Energy (Power Division), Govt. of Pakistan, Islamabad.
- (iii) The Chairman, Federal Board of Revenue, Govt. of Pakistan, Islamabad.
- (iv) The Secretary M/o Commerce, Govt. of Pakistan Islamabad.
- (v) The Senior Joint Secretary (Admin), EAD with the request to circulate in EAD.

Job Advertisement

Position: Director of the CAREC Institute (CI)

This position reports to the Governing Council of the CAREC Institute. This is a non-renewable 2-year fixed term appointment based in Urumqi, Xinjiang Uygur Autonomous Region, People's Republic of China.

CAREC Institute offers a regionally competitive compensation package paid in US dollars.

Applicants must be nationals of Pakistan.

Applications are invited from Ministries of Energy, Communication, Commerce, Federal Board (FBR) of Revenue and Economic Affairs Division (EAD).

Applicants are invited to apply with a covering letter specifying their relevance and why they are most suitable for the position along with curriculum vitae may be sent on email: nnazir.consultant@adb.org.

Please mark your submission "Application for Director of the CAREC Institute". Applications should be submitted by 5:00 p.m. Islamabad time, 15 February 2019.

CAREC Institute is an equal employment opportunity institution and women are encouraged to apply.

Only short-listed applicants will be notified.

Terms of Reference for Director of the CAREC Institute can be downloaded at the link below:

www.ead.gov.pk or www.carecprogram.org.



**Director, CAREC Institute
Terms of Reference**

Central Asia Regional Economic Cooperation (CAREC) Institute has been established as a knowledge institution for implementing the CAREC Program. The mission of the CI is to enhance the quality of the CAREC Program 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. CI will need to support the CAREC Program's strategic goals more directly and effectively in all aspects of its knowledge program including working more closely with sector coordinating committees, and being strategic, practical and results-oriented in the design and implementation of its operations. Services of the CI will be distributed equitably based on the country needs for capacity building to further enhance regional cooperation.

CI, located in Urumqi, Xinjiang Uygur Autonomous Region, People's Republic of China (PRC), invites applications from eligible candidates for the position of Director of, a Management level international staff position for a non-extendable two-year fixed term contract.

The Director of CI will report directly to the Governing Council that has the mandate and responsibility to provide strategic vision and leadership to CI, and manage the Institute's overall operations. The position will have, among others, the following key functions and responsibilities:

Functions and Responsibilities

As Head of CI's Management Team, responsibilities include:

- Provide leadership in the preparation and later in implementation of CI's medium to long-term strategy, annual work programs, budget frameworks, planning directions and monitoring and evaluation of operational programs;
- Develop institutional capacity and quality assurance for integrating key areas consistent with CAREC 2030 and CI 2022 strategies including, but not limited to, trade sustainability, regional integration, regional cooperation in agriculture, water resource management and climate change;
- Provide leadership in CI's efforts of formulation of administrative and operational policies, procedures and practices;
- Guide the preparation process of CI's annual report on the previous year's operations for submission to Governing Council;
- Lead CI's efforts in building relationships with other regional multilateral development banks, international organizations, think tanks, research institutes and bilateral agencies at the institutional level, and signing memoranda of understanding where needed;
- Mobilize resources and funds required to support CI's programs and projects;
- Oversee and implement the approved work program by prudently utilizing the approved budgetary resources;
- Review organizational structure when needed, and recommend changes and realignments to the GC, where necessary, to ensure an efficient CI operations through optimum allocation of available staffing resources;

- Sharpen the knowledge focus on the relevant sectors and themes contributing to achieving improved knowledge management results in the CAREC region;
- Lead CI's team at the Governing Council meetings and co-chair the meeting;
- Negotiate arrangements mainly with CAREC governments, and international as well as public and private agencies with a view to offering and receiving services and support related to the sector-focused activities and programs within the mandate of the Institute; and
- Manage and lead CI staff and lead CI's overall operations.

Qualifications and Selection Criteria

- Management-level international engagement experience in areas of significance to CI, with proven contributions to policy & program evolution and demonstrated experience of having effective interactions with bilateral and multilateral institutions will be taken into consideration. Preference will be given to candidates who have a considerable experience of working in the government sector in relevant domains;
- Suitability to undertake the responsibilities mentioned above as head of the CI;
- A university degree is required. Preference will be given to candidates who have a post graduate degree in a relevant area;
- At least 20 years of combined professional work experience with strong and proven managerial and leadership skills and demonstrated evidence of strategic thinking and decision making;
- High proficiency in English language oral and written skills;
- Experience and interest in knowledge management and results-based management;
- Minimum age is 45 years; and
- Applicants must be nationals of Pakistan.
- Applications are invited from Ministries of Energy, Communications, Commerce, Federal Board of Revenue and Economic Affairs Division. Interested candidates from the specified ministries who fulfill the criteria in all respects and have been associated in any manner with the activities of the CAREC Program can apply.

Reporting Relationship

- The position reports to the Governing Council of the CI.