

No. 2(19)/2015-Admn-I
Government of Pakistan
Ministry of Commerce



Islamabad, the 30th July, 2015

C I R C U L A R

Subject:- **NOMINATION FOR POSITION OF DEPUTY DIRECTOR 2 OF CENTRAL ASIA REGIONAL ECONOMIC COOPERATION (CAREC) INSTITUTE CI:**

Copy of the Economic Affairs Division's O.M No.1/3ADB-IV/12, dated 24-07-2015 is forwarded with the request that the Central Asia Regional Economic Cooperation (CAREC) Institute has invited the nominations for the post of Deputy Director 2.

2. The suitable/eligible officers possessing the required qualification & selection criteria as mentioned there-in may kindly apply for the subject post.

3. Keeping in view the deadline for nominations, it is therefore requested to please forward the nominations **alongwith the C.V** duly approved/recommended by their respective senior officers to this Section latest by **31-07-2015** for onward submission to the Economic Affairs Division. The Terms of Reference and advertisement of the post is enclosed herewith.


(Muhammad Faridoon)
Section Officer (Admn-I)

Forwarded to:-

- i. All Officers of the Ministry of Commerce, Islamabad.
- ii. Copy to System/Network Administrator with the request to upload the subject post of Deputy Director 2 on the Ministry's website.

Islamabad, the July 24, 2015

The undersigned is directed to refer to CAREC Institute letter dated July 24, 2015 on the above subject (copy attached) and to say that CI has advertised the position of deputy Director 2 of CAREC Institute. The terms of reference and advertisement is enclosed for onward circulation and nomination of suitable candidate and convey the same to this Division by August 5, 2015.

1. The Secretary, Ministry of Communications, Government of Pakistan, Islamabad
2. The Secretary, Ministry of Water & Power, Government of Pakistan, Islamabad
3. The Secretary, Ministry of Commerce, Government of Pakistan, Islamabad
4. The Chairman, Federal Board of Revenue, Government of Pakistan, Islamabad
5. The Secretary, Establishment Division, Government of Pakistan, Islamabad
6. The Secretary, Finance Division, Government of Pakistan, Islamabad

1. Mr. Zafar Abbas, Joint Secretary/ Energy Focal Point, Ministry of Water & Power, Islamabad
2. Mr. Akhlaq Ahmad Khattak, Chief (facilitation & Compliance)/ Trade Facilitation focal Point, Federal Board of Revenue, Islamabad
3. Mr. Shafiq Ahmad Shahzad, Deputy Secretary/ Trade Policy Focal Point, Ministry of Commerce, Islamabad

By No. 640/ JS (Admin/In :
Rate: 28-7-15

Circulate to all concerned.

ACMA
use By. No. 3017 Admn-1
Dated: 29.07.2015



22 July 2015

**Ms. Anjum Assad Amin,
Additional Secretary
Economic Affairs Division
Ministry of Finance, Revenue, Economic Affairs,
Statistics, and Privatization of Pakistan**

Dear Ms. Anjum Assad Amin,

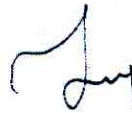
With reference to the CAREC Institute's previous letter dated 16 July 2015 containing information on the details of the recruitment process for selection of suitable candidates for the position of Deputy Director 2, the Institute has the honour to inform the esteemed National Coordinator of Pakistan for CAREC Programme that based on the request received from National Coordinator of Kazakhstan for CAREC Programme the institute decided to extend the deadline for applications for the above mentioned position for another two weeks, and the new deadline shall be 14 August 2015.

The other terms in advertisement remain the same. Please, be also advised that this position as well as other international staff positions in the CAREC Institute will be recruited openly from nationals of eight CAREC countries (excluding Kyrgyz Republic and PRC). Advertisement for the position of DD2 was also posted in the CAREC Programme website. Applications from eligible candidates from Pakistan as well as from other member countries may be submitted directly to CAREC Institute's email address indicated in the advertisement as well as through relevant governmental agencies of member countries.

If you have any other queries regarding the recruitment of DD2, please, communicate them to us so that necessary clarifications will be made accordingly

I am looking forward for future fruitful cooperation for the promoting economic development in the region.

Sincerely yours,

A handwritten signature in black ink, appearing to be 'Kubat Umurzakov', written in a cursive style.

Kubat Umurzakov
Director

TERMS OF REFERENCE

Deputy Director 2, CAREC Institute

Central Asia Regional Economic Cooperation (CAREC) Institute has been established as a knowledge institution for implementing the CAREC Program. CAREC Institute (CI) is expected to be at the intellectual forefront of economic cooperation in the CAREC region¹ 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 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), is calling for candidates for its Deputy Director 2 (DD2), a Management level position and an international staff, who is responsible for knowledge generation, knowledge services, and knowledge management of the CI.

DD2 reports to the Director of the CI and will have, among others, the following functions and responsibilities:

Functions and Responsibilities

- Guided by the strategic knowledge framework endorsed at the 11th CAREC Ministerial Conference in 2012, implement the program budgets for knowledge generation, knowledge services, and knowledge management through the relevant Unit Heads;
- Sharpen the knowledge focus in CI operations, and coordinate closely with CAREC Program including the sector coordinating committees in implementing the knowledge related work plans;
- Communicate with CAREC member countries and assist to identify and apply feasible approaches to address development challenges;
- Contribute toward the development of capacity for knowledge solutions in CAREC countries;
- Initiate external knowledge partnerships and promote the quality and

¹ Ten CAREC countries consist of Afghanistan, Azerbaijan, People's Republic of China (PRC), Kazakhstan, Kyrgyz Republic, Mongolia, Pakistan, Tajikistan, Turkmenistan, and Uzbekistan.

effectiveness of CI knowledge products and services based on feedback from internal and external clients and lead to further improvement;

- Enhance staff learning and technical skills development;
- Monitor the progress and results of deliverables of knowledge generation, services, and management;
- Supervise the relevant units and reports their activities to the Director; and
- Anticipate and manage issues of strategic importance for CI's knowledge related activities, and assist the Director in the overall performance of functions at CI.

Qualifications and Selection Criteria

- Suitability to undertake the responsibilities mentioned above as DD2.
- A university degree in economics and social science with multiple skills gained through work experience at high level; a post-graduate degree in economics, preferably at Ph.D. level.
- At least 15 years of combined professional work experience with strong leadership, management skills, sound judgment and strategic thinking.
- Experience and interest in knowledge management and results-based management.
- Able to apply technical and management skills in a leadership role to support internal and external client groups.
- Has experience in managing research, capacity building and training, and outreach programs related to development issues in the CAREC region.
- As a Management-level international staff, having a strong global view with extensive international and regional experience, including effective interactions with bilateral and multilateral institutions, will be taken into consideration.
- High proficiency in English, both oral and written communication skills.
- Has a high level of understanding of the needs of key clients (e.g., government agencies, international organizations, research and capacity building institutions) in promoting knowledge products, services and management.
- Applicants must be from nationals of 10 CAREC member countries excluding the host country (i.e., PRC) and Kyrgyz Republic.

Immediate Reporting Relationships

- The position reports to the Director of the CI.

Application Procedures

- This is a 3-year fixed term appointment without extension. CI is based in Urumqi, Xinjiang Uygur Autonomous Region, PRC.
- 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.
- Applicants are invited to apply via e-mail with a cover letter and curriculum vitae to

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CI marked to the attention of Maoshi, CAREC Institute.

- Applications should be submitted by 7:00 p.m., Urumqi time, Friday, 31 July 2015.
- No telephone submissions.
- CI is an equal employment opportunity institution and women are encouraged to apply.
- Only short-listed applicants will be notified

JOB ADVERTISEMENT

Position: Deputy Director 2 of CAREC Institute

This position reports to the Director of the CAREC Institute.

This is a non-renewable 3-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. Salaries and benefits are generally free of tax except for citizens of some countries.

Applicants must be a competent individual from nationals of 10 CAREC member countries excluding the host country (i.e., PRC) and Kyrgyz Republic.

Applicants are invited to apply with a cover letter and *curriculum vitae* and please forward these via email to Maoshi, CAREC Institute: maoshi@mof.gov.cn or kiromao@163.com

Please mark your submission "**Application for Deputy Director 2 of CAREC Institute**". Applications should be submitted by 7:00 p.m. Urumqi time, Friday, 31 July 2015.

No telephone submissions.

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

Only short-listed applicants will be notified.

More detailed information can be downloaded at the link below.