



Senior Specialist Urban

August 2024

About CDRI

The Coalition for Disaster Resilient Infrastructure (CDRI) is a partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and knowledge institutions that aims to promote the resilience of new and existing infrastructure systems to climate and disaster risks in support of sustainable development.

The CDRI Headquarter is established in New Delhi, India, to act as the Secretariat of the Coalition. The Secretariat functions under the direction of the International Governing Council and Executive Committee to implement the programmes of CDRI.

The Role

Role:	Senior Specialist - Urban (2 roles)
Location:	New Delhi, India
Contract:	Full-Time with a Fixed Term Contract of 3 years, renewable for another 3 years
Open to:	All Nationals
Reports to:	Lead – Programmes/Technical Studies

Job Summary

CDRI launched its Urban Infrastructure Resilience Programme (UIRP) strategy at COP28 in December 2023), which aims to achieve the overarching goal of improved urban resilience in Low- and Middle-Income Countries (LMICs) and Small Island Developing States (SIDS). The strategy will be rolled out through programmes/projects to support informed infrastructure investments that benefit CDRI Member Countries and Partner Organizations for a sustainable and resilient future. As part of the Urban Resilience team at the



Secretariat, CDRI intends to hire a Senior Specialist to support the Lead – Programmes/ Technical Studies at the CDRI Secretariat on Fixed Term Contract of three years.

CDRI is looking for an experienced international professional for the position of Senior Specialist – Urban to work under the supervision of the Lead- Programmes/ Technical Studies. The incumbent will conceptualize, budget, implement and monitor programme activities (technical assistance, capacity strengthening, knowledge creation and exchange, advocacy) with an emphasis on quality and risk management in LMICs and SIDS.

Roles and Responsibilities

- Create and maintain detailed activity plans for the programme.
- Lead the preparation, consolidation and monitoring of the programme’s multi-year budget, annual budget, cash flow forecast and expenditure forecast in line with agreed activity plans.
- Plan, host and document team progress meetings according to the programme’s activity plan.
- Maintain and update selected sub-plans, including (but not limited to):
 - Quality management plan
 - Risk management plan
 - Resourcing plan (human resources, procurement).
 - Manage supplier contracts to ensure timeliness and quality of outputs (consultants, service providers).
 - Contribute to monthly/quarterly/annual reporting.
- Support the Advisor – Urban Resilience/Lead - Programmes in stakeholder management and overall programme coordination.

Candidate Profile

Skills Set

Essential:

- Demonstrated ability to create clear, concise, and comprehensive reports that effectively communicate findings and insights.
- Proficient in drafting detailed and well-structured reports tailored to specific audiences, including technical and non-technical stakeholders.
- Proven track record of successfully overseeing and delivering complex, long-term projects across multiple years.
- Demonstrated ability to manage and coordinate projects across various locations, including international sites, ensuring consistent progress and successful outcomes.
- Participatory planning skills, including the ability to collect and integrate input from various departments and stakeholders.



- Excellent communication skills, both oral and written with the capacity to operate in a culturally and professionally diverse environment.
- Programmatic budgeting skills for complex multi-year budgets.
- Demonstrated ability to efficiently oversee and administer contracts, ensuring compliance, mitigating risks, and achieving favorable terms. Ability to ensure quality and due diligence across projects and programs
- Result-oriented with ability to contribute new and innovative ideas and function efficiently in fast changing and evolving contexts.
- Experience working in an international organization and with a diverse number of partners comprising Governments, the UN, multi-lateral systems, industry, the financial institutions, knowledge and research institutions in multi country locations.

Desirable:

- Knowledge of disaster risk reduction and climate change concepts and frameworks and familiarity with international frameworks like the Sustainable Development Goals (SDGs) and the Sendai Framework on Disaster Risk Reduction (SFDRR) and the Paris Agreement on Climate Change.
- Experience of working with governments, international organisations and alliances on multi-city initiatives.

Qualifications

Education Criteria

- Post-Graduate qualification in in programme or project management, civil engineering, building science, habitat studies, urban/infrastructure planning, disaster management, business administration or other relevant fields.

Experience Criteria

- Minimum 7 years of progressive international experience in programme or project management in international development, infrastructure, capacity strengthening, climate action, disaster resilience or closely related fields.

Language Proficiency

- Fluency in English, both oral and written.
- Knowledge of any of the UN's official languages is desirable.

For candidates demonstrating considerable international experience, an international salary and benefits package will be offered.



Candidates will have to demonstrate considerable experience in at least 5 countries across two UN geographic regions (from Africa, Asia, Europe, Latin America and the Caribbean, Northern America, and Oceania) to meet the criteria for international staff.

How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-082024-CDRI or Pat-Jones-CoverLetter-082024- CDRI.

Timeline

Closing Date: 03 October 2024

First stage interviews: TBC

Final interviews: TBC

Selection process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of CDRI’s values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at jyewdall@oxfordhr.com in the first instance.



About Oxford HR

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Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success. We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions. Learn more at: oxfordhr.com