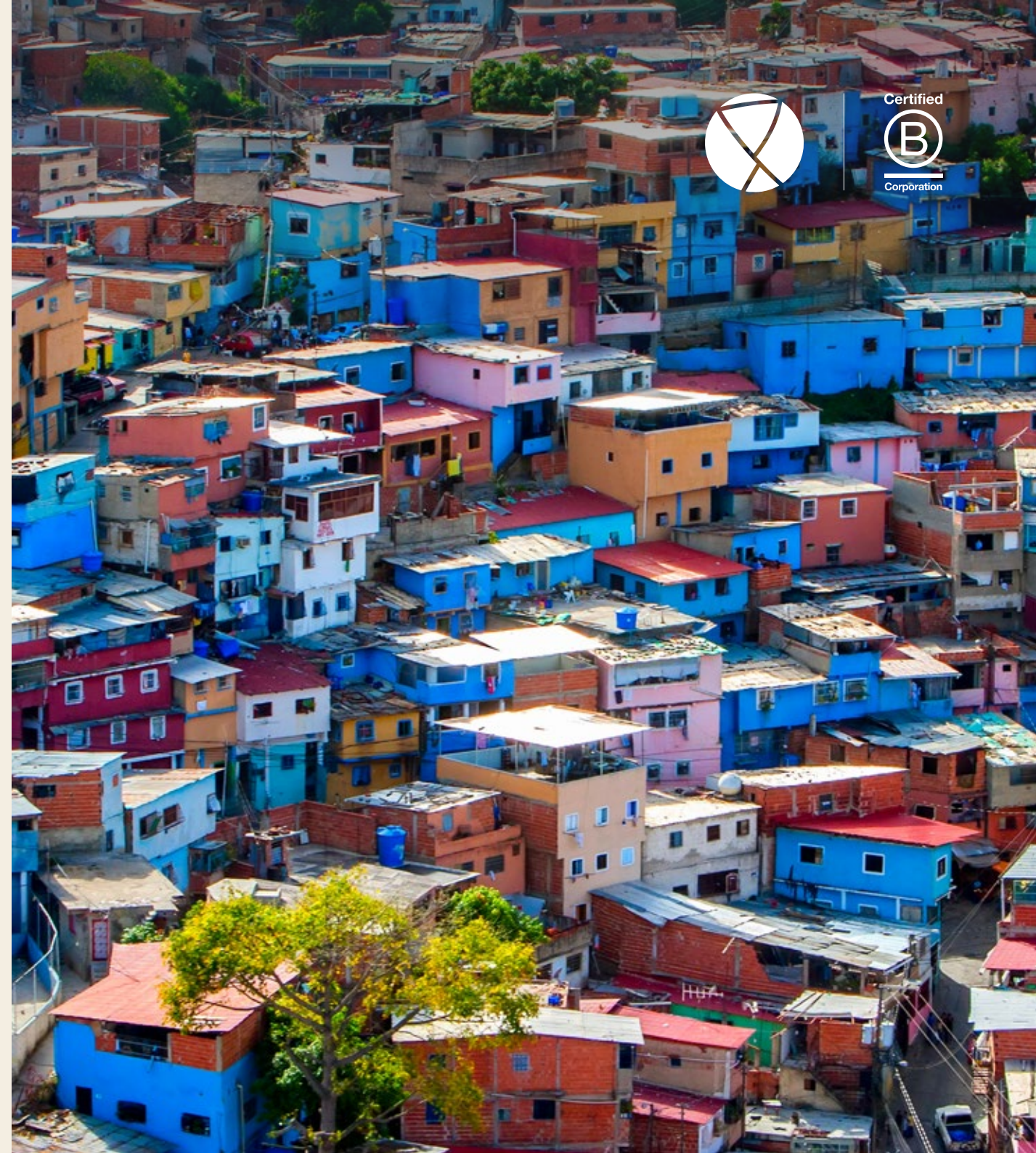


# Lead Specialist – Capacity Development

SEPTEMBER 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.

## VISION

CDRI seeks to rapidly expand the development and retrofit of resilient infrastructure to respond to the SDG of expanding universal access to basic services, enabling prosperity and decent work.

## MISSION

To support countries to upgrade their systems to ensure disaster and climate resilience of existing and future infrastructure.

## IMPACT (THAT CDRI AIMS TO ACHIEVE)

By 2050, over US\$10 trillion of new and existing infrastructure investments and services are resilient to natural hazards and climate change through enhanced capacity, informed policy, planning, and management, leading to improved quality of environment, livelihood, and life of over 3 billion people.







# CDRI Mandate & Value Proposition

CDRI has been envisioned and established as a global network to advance the agenda, support coordinated action among stakeholders, and focus on bringing voices from vulnerable geographies and populations to international policy forums. Internationally agreed-upon goals in the SDFRR, the SDGs, and the Paris Climate Agreement provide the foundational framework that guides the Coalition's vision and mission.

As a global partnership, the Coalition aims to ensure that the investments of its members and partners are aligned and well-coordinated in support of the shared ambition of disaster and climate resilience of new and existing infrastructure. The two unique yet

interconnected roles that CDRI shoulders in this direction are:

- **A Strong Coalition Driving Collaborative DRI Action:** In 2024, CDRI stands as a partnership of 40 national governments and seven international organizations. The Coalition enjoys robust political support, which propels its efforts to advance the interests of its members and partners.
- **A Solution-Focused Centre of Excellence for DRI:** As a Centre of Excellence for DRI, the Coalition strengthens the individual and collective capacities of its members and partners by aggregating and sharing knowledge, brokering need-based partnerships, and strengthening capacities through collaborative learning and action.



# Strategic Work Plan 2023-2026

CDRI's Strategic Work Plan 2023-26 describes the broad contours of its priority actions and planned initiatives in the next four years. The Strategic Work Plan sets out a clear direction for the Coalition to pursue a transformational agenda for DRI in response to a changing risk landscape and evolving on-ground realities of its members. In the next four years, the Coalition will continue to leverage the expertise of its Member Countries and partners to develop context-specific, innovative solutions for resilient infrastructure towards the achievement of national priorities and global commitments of its members.

With the Strategic Work Plan for 2023 – 2026, CDRI has set out the following strategic outcomes.

**Strategic Outcome 1:** A strong Coalition that has the membership, resources, and global leadership to drive global, national, regional, and local DRI action.

**Strategic Outcome 2:** Global DRI research, Coalition-led peer engagement, and CDRI-curated and generated knowledge promote risk-informed policy and practice.

**Strategic Outcome 3:** Enhanced capacities of government, private enterprises, and communities to implement post-disaster recovery and DRI action at scale.

CDRI has the following strategic priorities:

- a. Technical Support and Capacity-building: This includes disaster response and recovery support; innovation, institutional and community capacity-building assistance; and standards and certification.
- b. Research and Knowledge Management: This includes collaborative research, global flagship reports, and a global database of infrastructure and sector resilience.
- c. Advocacy and Partnerships: This includes global events and initiatives, a marketplace of knowledge financing and implementation agencies, and the dissemination of knowledge products.

## CDRI HEADQUARTER (SECRETARIAT)

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.







## OBJECTIVE OF THIS POSITION

To provide technical and coordination support in designing, and implementing various training and capacity development programmes and initiatives in CDRI.

# The Role

## ROLE

**Lead Specialist - Capacity Development**

## LOCATION

**New Delhi, India**

## GRADE

**Lead Specialist**

## CONTRACT

**Fixed Term Contract (3 years), Full-Time, International hire**

## OCCUPATIONAL GROUPS

**Infrastructure, Development, Disaster Risk Reduction, Capacity Building**





# Role and Responsibilities

- Lead the implementation of the capacity development strategy, trainings and capacity building programmes in CDRI.
- Support in building partnerships with various training institutions, academia and networks across the member countries for advancing the capacity development efforts of CDRI.
- Provide technical support in the development of various training modules, e-learning courses, learning webinars and masterclasses.
- Identify and draw on relevant experience, innovations and tools from various countries on capacity development for DRI.
- Identify, develop and draw on various tools, and innovative methods for designing and implementing capacity building programmes at the global, regional and national level.
- Support in the development of a roster of training and capacity building experts.
- Develop a knowledge bank on DRI to support the capacity building programmes including good practices and identify opportunities of adapting and transferring the knowledge in various contexts.
- Coordinate closely with the member countries, international organizations and networks, infrastructure professionals and experts, private sector, financing institutions and all other relevant stakeholders.

# Candidate Profile

## COMPETENCIES

### Essential

- Demonstrated strategic, technical, and intellectual skills in the substantive area
- Proven ability to work effectively in multi-disciplinary and multi-cultural teams
- Excellent communication and interpersonal skills, analytical and strategic planning skills and the ability to handle multiple priorities
- Familiarity with international frameworks like the Sustainable Development Goals (SDGs) and the Sendai Framework on Disaster Risk Reduction and the Paris Agreement on Climate Change.
- Past track record/Ability to work independently, deliver timely and quality products; and
- Computer proficiency, especially related to professional office software packages like Microsoft Office

### Desirable

- Experience of working in international organizations.
- Proven experience of minimum 10 years relevant to the role, especially experience in the capacity development, roster management and deployments.
- Track record of disaster related capacity development and deployment of experts.
- Experience of implementing similar projects in developing countries and good understanding of capacity building and roster development strategies worldwide, would be an advantage.

- 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.

## KEY COMPETENCIES

1. Technical and Analytical Skill
  - a. Meticulous
  - b. Timeliness
  - c. Analytical & Problem Solving
2. Delivering Results
  - a. Dependability
  - b. Managing people & process
  - c. Innovation & Resourcefulness
3. Engaging & Partnering (Interpersonal/Teamwork)
  - a. Stakeholder Management
  - b. Working Collaboratively
  - c. Appreciate and encourage different culture context
4. Leadership
  - a. Ability to see Big Picture
  - b. Decision Making
  - c. Inspires motivates & empowers others
  - d. Team Management
5. Communication
  - a. Willingness to listen and express dissenting views.
  - b. Ability to clearly convey ideas and information.

## QUALIFICATIONS

Post-Graduate qualification in urban planning, sustainable development, social work, disaster management, engineering, architecture or relevant related fields.

## EXPERIENCE

Minimum 10 years international experience in capacity development and training. Specific experience in disaster risk reduction will be given additional weightage.

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.

## LOCATION

This position will be based at the CDRI Secretariat in New Delhi, India, as a full-time staff with a Fixed Term Contract of three (3) years, renewable for an additional three (3) years.

## REPORTING LINE

The incumbent shall report to the Director - Research, Knowledge Management, and Capacity Development.

## LANGUAGE REQUIREMENTS

- Fluency in English, both oral and written.
- Proficiency in International (UN) languages other than English is desirable.





# 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-Documents Name-Date (mmyy) e.g., Pat-Jones-CV-092024-CDRI or Pat-Jones-CoverLetter-092024-CDRI.

## **TIMELINE**

**Closing Date:** Applications will be reviewed on a rolling basis.

## **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. CDRI has ZERO Tolerance for sexual exploitation and abuse, any kind of harassment, including sexual harassment and gender / racial discrimination. Any selection, therefore, will be subject to satisfactory reference and background checks.

## **EQUALITY STATEMENT**

CDRI is committed to achieving workforce diversity in gender, nationality, and culture. Individuals with disabilities are equally encouraged to apply. CDRI promotes equal employment opportunities at all stages of recruitment. CDRI does not discriminate against any candidate on any grounds, including age, gender, ethnicity, nationality, religion, or disability.

## **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](mailto:jyewdall@oxfordhr.com) in the first instance.



# About Oxford HR

## OXFORD HR IS A B CORP CERTIFIED LEADERSHIP CONSULTANCY.

---

Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.

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 a support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions. Learn more at: [oxfordhr.com](https://oxfordhr.com)







**Oxford**

46 Woodstock Road  
Oxford  
OX2 6HT

United Kingdom

+44 (0) 1865 985 457

**Amsterdam**

Korte Schimmelstraat 12  
1053 SZ  
Amsterdam

The Netherlands

+31 (0) 683 334 473

**Nairobi**

Indigo Cowork Space  
Off General Mathenge Road  
Westlands  
Nairobi

Kenya

+254 (0) 715 163 631

**Singapore**

6 Battery Road  
#06-16  
049909

Singapore

+65 (0) 9114 1439

**Washington**

1250 Connecticut Avenue NW  
Suite 700  
Washington, DC  
20036

United States of America