

Lead Specialist – Programmes

OCTOBER 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 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

CDRI seeks an experienced professional for the role of Lead Specialist Programmes to lead formulation, implementation and monitoring of programmes and projects on resilience of critical and social infrastructure across multiple country contexts as per the vision, goals and work plans of CDRI.

The Role

ROLE

Lead Specialist - Programmes

LOCATION

New Delhi, India

GRADE

Lead Specialist

CONTRACT

Fixed Term Contract (3 years), extendable to another 3 years, Full Time, International Hire

OCCUPATIONAL GROUPS

Infrastructure, Development, Disaster Risk Reduction



Role and Responsibilities

- Anchor the development and implementation of a programme strategy within CDRI to achieve the vision, goals and work plans of CDRI.
- Develop and implement detailed processes for conceptualization, implementation, monitoring and evaluation of programmes and projects within CDRI
- Coordinate development of budgets, results-based budgeting and monitoring, accomplishment of performance parameters/ critical indicators and reporting
- Develop and implement organizational processes for effective oversight, allocation and management of resources for high-quality implementation of programmes and projects within CDRI
- Seek, analyze, document and apply knowledge, information, and best practices within all programmes and projects of CDRI
- Promote knowledge management, document best practices and lessons learned from project implementation, and facilitate dissemination in appropriate format to relevant stakeholders
- Develop and implement robust strategies and actions to identify and engage with all relevant stakeholders for programmes and projects for their effective implementation and management
- Work as a team with other Principal/ Lead Specialists to streamline the delivery of outputs and maximize coherence of outcomes of all projects within CDRI
- Promoting and positioning the organisation as a centre of excellence implementing programmes and projects across the CDRI member countries that address needs and demands relating to infrastructure resilience

Candidate Profile

COMPETENCIES

Essential

- Demonstrated strategic, technical and intellectual skills in the areas relating to resilient infrastructure, disaster risk reduction, climate change adaptation or related areas
- Experience in formulation and implementation of programmes and projects, managing teams, coordinating and engaging with stakeholders
- Demonstrated skills in devising project monitoring systems for complex project teams such as SPVs, joint-ventures, etc.
- Demonstrated success in leading, coordinating, and contributing to timely delivery of high-quality projects and smooth implementation of institutional policies
- 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
- Experience of drafting programme documents/ proposals, results-based budgeting, scope of work, tender documents involving complex stakeholder groups.
- Familiarity with international frameworks like the Sustainable Development Goals (SDGs), the Sendai Framework on Disaster Risk Reduction and the Paris Agreement on Climate Change.
- Computer proficiency, especially related to project management software, and office software packages.

Desirable

- Experience in developing and implementing knowledge projects strategies for large organizations in public or private sectors.
- 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.

QUALIFICATIONS

Post-Graduate qualification in engineering, planning, architecture, environmental sciences, climate change, applied sciences, or a related field are preferred.

EXPERIENCE

Minimum 10 years of experience in knowledge project management; experience of latest practices and technology of knowledge project management, resource allocation, conflict resolution; good knowledge about research projects proposals, research methodology, and evaluation of research outcomes. Specific experience in knowledge projects for disaster risk reduction may be given additional weightage.

REPORTING LINE

The incumbent shall report to Director – Programme Management and Technical Support.

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-Documents Name-Date (mmyy) e.g., Pat-Jones-CV-102024-CDRI or Pat-Jones-CoverLetter-102024-CDRI.

TIMELINE

Closing Date	9th December 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. 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 jjewdall@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





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