



# Deputy Director General (COO)

November 2024

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## About CDRI

The Coalition for Disaster Resilient Infrastructure (CDRI) is a global partnership that aims to promote resilience in infrastructure systems against disaster and climate risks. CDRI works to enhance the sustainability and resilience of infrastructure systems globally, with a particular focus on countries most vulnerable to natural hazards. Through collaborative efforts with governments, multilateral organizations, the private sector, and academic institutions, CDRI supports the integration of disaster resilience into infrastructure development and policy frameworks.

## 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.

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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

The Coalition for Disaster Resilient Infrastructure (CDRI) plays a pivotal role in the Global South by strengthening infrastructure resilience against natural and climate-induced disasters. Through partnerships with governments, international organizations, and the private sector, CDRI provides expertise, resources, and innovative solutions to design and implement resilient infrastructure projects that prioritize sustainability and social impact. This support is critical for the Global South, where vulnerabilities to climate change are often more pronounced, ensuring that development is sustainable, inclusive, and equipped to withstand the growing risks associated with environmental challenges.

CDRI's Strategic Work Plan 2023-26 describe the broad contours of its priority actions and planned initiatives in the next four years. Initiatives Includes work across Transport, Telecoms, Power, Health and Urban Development, whilst ensuring technical standards and capacity development. 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, a vibrant cosmopolitan city that blends rich cultural heritage with modern development, embodying the dynamic spirit of the Global South as it engages actively on the global stage and 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

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| <b>Role:</b>       | Deputy Director General (COO)                                       |
| <b>Location:</b>   | New Delhi, India  |
| <b>Reports to:</b> | Director General (DG)   |
| <b>Type:</b>       | Full-Time, International or National Contract (based on experience) |

## About the Position

CDRI is seeking an experienced and visionary professional for the role of **Deputy Director General (COO)**. Reporting directly to the Director General (DG), the COO will play a crucial leadership role within the organization, ensuring strategic direction and operational excellence across various focus areas, including **Operations, Gender Equality and Social Inclusion (GESI), and Monitoring & Evaluation (MEL)**. The COO will support the DG and assume the responsibilities of the DG in their absence. In addition will be responsible for managing expansion of CDRI secretariat functions across various geographies and as a strategic leader, coordinate cross-functional initiatives, enhancing operational efficiency, and ensuring alignment with global goals to drive impactful growth and innovation.

This position is open to national and international candidates. For candidates demonstrating significant international experience, an international salary and benefits package will be offered. Candidates must demonstrate at least 50% of their work experience in countries outside India, spanning at least 5 countries in two UN geographic regions.

## Objective of this Position

To provide strategic oversight, operational leadership, and stakeholder engagement to advance CDRI's mission of building disaster-resilient infrastructure on a global scale. The role requires strong leadership, an innovative mindset, and the ability to foster collaboration with global partners and stakeholders.



## Key Responsibilities

### Vision, Leadership, and Management

- Collaborate closely with the DG to co-create and implement the organization's vision, strategy, and goals, ensuring alignment with global frameworks such as the **Sendai Framework for Disaster Risk Reduction, the Sustainable Development Goals (SDGs), and the Paris Agreement**.
- Lead the operational strategy of CDRI, overseeing program execution and ensuring the effective implementation of initiatives across all focus areas: Operations, GESI, and MEL.
- Elevate CDRI's influence on disaster-resilient infrastructure at national, regional, and international platforms.
- Oversee the recruitment, management, and engagement of staff, emphasizing diversity, gender balance, and inclusion in senior management appointments.
- Direct the efficient management of resources and operations, ensuring coordination across departments to align with CDRI's objectives.

### Operations and Human Resource Management

- Support the DG in implementing continuous improvement initiatives to optimize the efficiency and effectiveness of CDRI's **operations, finance, procurement, and human resources**.
- Ensure the alignment of human resources development and talent management strategies with organizational goals, focusing on gender balance and inclusion.
- Oversee **Finance & Accounts, Procurement, and Administration**, driving financial sustainability through effective management of revenue and expenditure targets, and exploring opportunities for diversified funding.
- Develop and drive **Monitoring, Evaluation & Learning (MEL) strategies**, ensuring robust systems for tracking progress and outcomes.
- Establish risk management frameworks, identifying and mitigating operational and strategic risks while encouraging innovation.
- Ensure full compliance with audit requirements, fostering an environment of accountability and transparency

### Gender Equality and Social Inclusion (GESI)

- Lead the development and execution of CDRI's **GESI strategy**, ensuring the integration of gender equality and social inclusion across all organizational processes.
- Oversee GESI-related training and awareness programs, ensuring impactful stakeholder engagement.
- Ensure GESI-related outcomes are accurately reported and insights integrated into strategic decision-making.



## Monitoring, Evaluation, and Learning (MEL)

- Oversee MEL functions across the organization, ensuring robust data collection, reporting, and analysis of program impacts and outcomes.
- Collaborate with the Sr. Director (Program Management and Technical Support) to ensure the effectiveness of M&E activities across the Coalition.
- Ensure continuous improvement in program performance through data-driven insights and lessons learned from MEL activities.

## Candidate Profile

### Qualifications and Experience

- Advanced degree in **management, finance, public policy, or a related field.**

OR

- A minimum of **15 years of experience**, with at least 50% in international settings, spanning at least **5 countries across two UN geographic regions.**
- Demonstrated leadership experience in managing large-scale, multi-country offices and operations.
- Proven track record in **strategic planning and operations management**, with experience working with multilateral organizations, governments, and the private sector.
- Strong understanding of global policy frameworks, including the **Sendai Framework, SDGs, and the Paris Agreement.**
- Excellent communication, negotiation, and stakeholder engagement skills, with experience representing organizations at global platforms.

### Key Competencies

- Strategic vision and the ability to lead complex, multi-stakeholder programs.
- Strong operational management and financial acumen, with a focus on achieving organizational efficiency.
- Strong commitment to **gender equality, diversity, and inclusion.**
- Demonstrated ability to build partnerships and lead cross-functional teams in a dynamic, international environment.



## 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-112024-CDRI or Pat-Jones-CoverLetter-112024-CDRI.

### Timeline

**Closing Date:** 16<sup>th</sup> December 2024

**First stage interviews:** Ongoing

**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 [nsutcliffe@oxfordhr.com](mailto:nsutcliffe@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 and 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)