

# Deputy Director – People & Talent and Administration

JUNE 2025



# About CDRI

The **Coalition for Disaster Resilient Infrastructure (CDRI)** is a global partnership of national governments, UN agencies, multilateral development banks, private sector, and academic institutions. It aims to promote the resilience of infrastructure systems against climate and disaster risks to ensure sustainable development.

## STRATEGIC WORK PLAN 2023–2026

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.

The CDRI **Secretariat**, based in New Delhi, coordinates and implements the Coalition's strategic priorities and activities.







# The Role

## ROLE

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**Deputy Director – People & Talent  
and Administration**

## LOCATION

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**New Delhi, India**

## GRADE & NO. OF POSITIONS

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**Deputy Director (1)**

## SALARY & BENEFITS

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**Competitive**

## CONTRACT

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**Fixed Term Contract (3 years), extendable for  
up to another 3 years, Full-Time, National/  
International Hire**



# Role Purpose

The Deputy Director will play a key role in shaping and executing CDRI's people and administrative strategies. The incumbent will be responsible for leading HR functions, talent acquisition, performance management, employee development, administrative operations and corporate security. Beyond operational efficiency, the role focuses on building a strategic HR function that fosters a high-performing, globally competitive, and diverse workforce.

## Reporting Line

Reports to the Director – Operations.







# Key Responsibilities

## 1. STRATEGIC HR LEADERSHIP

- Design and implement a people strategy aligned with CDRI's strategic goals.
- Develop global HR policies ensuring legal compliance and alignment with international best practices.
- Partner with leadership on workforce planning, HR analytics, and talent development.
- Foster a culture of inclusion, collaboration, and high performance.
- Represent CDRI in external forums and inter-agency HR collaborations.

## 2. PEOPLE AND TALENT MANAGEMENT

- Oversee recruitment, onboarding, retention, and workforce planning.
- Develop compensation frameworks and propose benefits packages aligned with benchmarks.
- Manage consultants, advisors, and expert staffing engagements.
- Support employee relations, grievance handling, and workplace compliance.
- Lead learning and development efforts including coaching, training, and leadership development.

## 3. PERFORMANCE MANAGEMENT & ORGANISATIONAL DEVELOPMENT

- Implement a performance management system focused on results and career development.

- Conduct employee satisfaction surveys and 360-degree feedback processes.
- Support change management and internal communications during organisational shifts.
- Drive automation and digitalisation of HR operations.

## 4. ADMINISTRATIVE OPERATIONS OVERSIGHT

- Supervise office infrastructure, fleet management, and front desk services.
- Manage vendors, contracts, workspace logistics, and facility maintenance.
- Enforce efficient document and records management systems.
- Ensure all administrative functions align with legal, operational, and compliance standards.

## 5. CORPORATE SECURITY AND STAFF WELLBEING

- Champion staff wellness, mental health, and occupational safety programmes.
- Ensure compliance with HSE standards and conduct periodic safety audits.
- Oversee physical and digital security infrastructure including access protocols and surveillance.
- Establish emergency response protocols, travel safety procedures, and diplomatic liaison frameworks.



# Candidate Profile

## QUALIFICATIONS

- Master's in Human Resources, Business Administration, Public Administration, or related field.
- Professional certifications such as SHRM or CIPD preferred.

## EXPERIENCE

- Minimum 10 years of experience in HR and administration, with at least 4 years in a leadership capacity.
- Proven track record in HR policy development, talent acquisition, organisational design, and performance management.
- Experience in managing administrative and security functions, including vendor and facility management.
- Experience in international or development sector organisations is desirable.
- International project experience across at least 5 countries and 2 UN geographic regions is required for international hire eligibility\*.

## SKILLS & COMPETENCIES

- Strong leadership, interpersonal, and change management skills.
- Deep understanding of employment law, HR innovation, and workforce analytics.
- Ability to integrate HR strategy into overall business planning.
- Proficiency in HRMS tools and Microsoft Office Suite.
- Demonstrated ability to work in a cross-cultural, multi-disciplinary environment.
- Sound judgement in handling sensitive HR matters and confidential information.

## LANGUAGE REQUIREMENTS

- Fluency in English (oral and written) is essential.
- Proficiency in any UN official language is an asset.

*\*International Hire = 10 years of international work experience in at least 5 countries across 2 UN geographic regions (from Africa, Asia, Europe, Latin America and the Caribbean, North America, and Oceania) would be considered for international positions (International hire).*





# How to Apply

**ALL CORRESPONDENCE, AT THIS STAGE, SHOULD BE VIA OXFORD HR.**

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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)-Organisation e.g., Pat-Jones-CV-0625-CDRI or Pat-Jones-CoverLetter-0625-CDRI.

## TIMELINE

- Closing Date: Applications will be reviewed on a rolling basis and the position will remain open until filled.
- 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 [knagarajah@oxfordhr.com](mailto:knagarajah@oxfordhr.com) in the first instance.



# About Oxford HR

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

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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)







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