



# Lead Specialist – Fund Management

## June 2025

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### 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

<b>Role:</b>	Lead Specialist – Fund Management
<b>Location:</b>	New Delhi, India
<b>Grade &amp; No. of Positions:</b>	Lead Specialist (1)
<b>Salary &amp; Benefits:</b>	Competitive

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**Contract:**

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

## Role Purpose

CDRI established the **Infrastructure Resilience Accelerator Fund (IRAF)** in 2022, hosted by the UN Multi-Partner Trust Fund Office (MPTFO), to support global disaster and climate-resilient infrastructure initiatives. This Fund is expected to transition to CDRI Secretariat management by 2027.

To ensure a seamless transition and sustainable operationalization, CDRI will establish an internal **Trust Fund** ahead of this timeline. The **Lead Specialist – Fund Management** will spearhead the design, establishment, and operational management of this fund. The role is central to ensuring robust governance, operational readiness, and financial oversight of the Trust Fund, while coordinating with internal teams, donors, and implementing partners.

## Reporting Line

Reports to the designated Director or another role as per CDRI's organizational structure.

## Key Responsibilities

### 1. Fund Design

- Develop IRAF's transition strategy for approval by CDRI governance bodies.
- Design the architecture, governance framework, and management structure of the CDRI Trust Fund.
- Draft key strategic documents (ToRs, policies, rules of governance, fund procedures).

### 2. Fund Governance

- Support fund governance structures through secretariat services, documentation, and meeting management.
- Coordinate with CDRI's Partnerships team on donor communications and governance reporting.
- Engage with external stakeholders, donors, and oversight bodies as needed.



### 3. Fund Operations & Financing

- Build and institutionalize fund operational systems, tools, and templates.
- Draft the Operations Manual, funding agreements, and legal instruments.
- Coordinate with Finance, Legal, and Procurement teams to manage contributions, disbursements, and reporting.
- Ensure compliance, financial control, and risk mitigation.
- Manage fund liquidity and investment of excess reserves.

### 4. Programme Implementation

- Assist technical teams in the design of funding windows, calls for proposals, and contracting.
- Monitor fund utilisation and ensure alignment with project delivery milestones.
- Develop capacity-building materials for internal and partner use related to fund management.

### 5. Risk Management & Oversight

- Strengthen due diligence frameworks and complaint mechanisms in collaboration with Operations.
- Support internal and external audits, financial monitoring, and reporting requirements.
- Oversee secure documentation, archiving systems, and donor transparency platforms.
- Capture lessons learned and support continuous improvement in fund administration.

## Candidate Profile

### Qualifications

- Master's degree in finance, law, international development, public administration, environmental science, or a related field.
- International education background is preferred.

### Experience

- Minimum of 10 years of relevant professional experience.
- At least 4 years in a leadership role managing multi-partner trust funds or pooled financing mechanisms at the international level.
- International project experience across at least 5 countries and 2 UN geographic regions is required for international hire eligibility\*.



## Skills and Competencies

- Deep knowledge of trust fund design and management, especially within international development contexts.
- Familiarity with fund mechanisms such as GCF, GEF, Adaptation Fund, Global Fund, or UN Pooled Funds.
- Experience with financial risk management, donor engagement, compliance, and legal frameworks.
- Strong capability in programme financing and disbursement processes.
- Strategic and analytical thinker with excellent project management and interpersonal skills.
- Ability to work in cross-cultural, multi-disciplinary teams in complex institutional settings.
- Excellent verbal and written communication in English.
- Familiarity with global frameworks: SDGs, Sendai Framework, and the Paris Agreement.

## Language Requirements

- Fluency in English (oral and written) is essential.
- Proficiency in any additional 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. 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:** 5th July 2025 – Applications will be reviewed on a rolling basis, with priority given to early submissions.

**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. 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.

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