

Analyst /Specialist / Senior Specialist – Web Development / IT

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	29/01/2021
Location	New Delhi, India
Grade	Analyst/Specialist / Senior Specialist – Web Development/ IT
Salary and benefits	Analyst: INR 0.75 to 1.00 lakhs per month + 10% Transportation allowance + 10% Housing allowance, Specialist / Senior Specialist: INR 1.25 to 1.75 lakhs per month + 10% Transportation allowance + 10% Housing allowance, (salary and designation will be offered commensurate with experience and qualifications)
Contract	Fixed Term Contract (3 years), extendable to another 3 years, Full-Time, National Hire
Occupational groups	Web Development, Information technology
Last date of application	08 /02/2021

Background:

The Coalition for Disaster Resilient Infrastructure (CDRI) is a multi-stakeholder global partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, private sector, and academic and knowledge institutions. It aims to address the challenges of building resilience in infrastructure systems and their development. The vision, mission, goal, and objectives of the CDRI are linked to the post-2015 development agendas. The CDRI will also contribute to the resilience of global infrastructure systems in an increasingly interconnected world.

The CDRI will support countries to upgrade their systems for ensuring disaster and climate resilience of existing and future infrastructure. It seeks to rapidly expand the development and retrofit of resilient infrastructure for the SDGs objectives of universal access to basic services, enabling prosperity, and decent work.

The Government of India has established a Society in New Delhi to act as the Secretariat of the CDRI. The Secretariat functions under the direction of the international Governing Council and implements the programs of CDRI. This advertisement is for national hires in staff positions on Fixed Term Contract of three (3) years.

Objective of this position:

CDRI has an exciting opportunity for a competent professional with capability and experience in (i) Web design, development, and operations, (ii) System administration of NIC office operation and maintenance (Linux based), (iii) MS Office 365 operations and support, (iv) and support for IT infrastructure.

Analyst/Specialist/Senior Specialist- IT will be responsible to ensure operations of CDRI's overall IT infrastructure. The tasks will require Analyst/ Senior Specialist - IT to learn about new software quickly and operationalize it.

Competencies and Responsibilities:

Web Development (Essential)

- Full-stack web development skills including conceptualization, design, and coding of front-end interface, business layer logic, and backend database and analytics.
- Language proficiency: PHP, DRUPAL, CSS3, HTML 5.0, MYSQL, PL/SQL, Bootstrap, AJAX, other relevant languages (*as relevant to CDRI*)
- Testing language: W3C, XHTML
- To conceptualize, design, develop, code, test, and operationalize 'Web applications and modules' required for a high-quality international website.
- To support the hosting of CDRI website on servers.
- To carry out day-to-day operations and maintenance of CDRI website such as C-panel administration, updating contents of the CDRI website, publishing tender, recruitment, other notices on the CDRI website.
- To design and oversee Content Management System (CMS) for CDRI.
- To coordinate with graphic designers, external agencies, and technical specialists to develop contents for CDRI website.
- To monitor deployment of server hosting services (cloud or local) and other activities involved in the website hosting -and E-office software used by CDRI.
- To monitor web security issues for CDRI website such as SSL certificate, CSRF, Session Hijacking, Cross-site scripting etc.
- To devise mechanism for SEO, analysis of back end data of CDRI website, and to provide inputs to CDRI management for improvement of website.
- CentOS or RHEL7, Shell Scripting as required.
- File uploading and downloading using FTP, Backup and Restore Database, Deployment of code at production server.

E-Office system administration (Desirable)

- To provide back-end administration support for NIC provided eOffice software. It includes creation of user accounts, access control of user accounts for visibility and approval. Note: NIC EOffice has Linux-based control panel.
- To operationalize NIC email/LDAP email authentication. Mapping of outlook-based emails of CDRI for LDAP email authentication with NIC eOffice.
- To monitor and support VPN accounts and services for use of E Office.

Software support (Desirable)

- Operational knowledge of MS Office 365 and its features.
- To provide support for operations and troubleshooting of day-today issues of Microsoft Office 365 and various applications under it. To coordinate with MS Office 365 helpline for resolving these issues.
- To provide basic training to new joining staff regarding use of MS office 365.
- To install new software procured by CDRI and systematize its operations.
- To connect IT equipment in online network environment.
- To manage video conferencing tools such as Webex, MS Team meetings, webinars, etc.

IT Support (Desirable)

- To select technical specifications and identify suitable electronic products (computer, laptops, Video Conferencing system, modems, routers, display units, intercom, etc.) as per the guidance of CDRI.
- To coordinate with equipment suppliers/manufactures for installation and troubleshooting of various equipment and software. IT resource person should be self-sufficient for discharging following responsibilities.
 - To maintain system and network security with latest upgrades and patches.
 - End point security on all LAN nodes.
 - Monitoring network health (LAN and WAN).

Soft skills:

- Good communication skills (written and spoken) in English.
- Awareness about content copy right policies of website of international organizations.

Qualifications (Essential):

- Graduation in Engineering in Computer Science, Information Technology, Electronics and Communication or MCA.

Experience:

- Minimum 4 years' experience for Analyst level and 7 years' experience for Specialist / Senior Specialist level in Web Development, IT solution or relevant domain area.

Reporting Line:

The incumbent shall report to Deputy Director (HR and Admin).

How to Apply:

If you have experience of working in a similar capacity and want to make an active and lasting contribution in a global initiative spearheaded by India, please apply through the online application form only on or before the last date.

Application Process: Online application form will be available at <https://cdri.world/career/login.php> from 29 January 2021.

CDRI is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals with disabilities are equally encouraged to apply. All applications will be treated with strict confidence.

CDRI has ZERO Tolerance on 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 check.
