

### Deputy Director - HR and Administration

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	17 November 2021
Location	New Delhi
Grade	Deputy Director
Salary and benefits	INR 1.25 to 1.75 lakhs per month + other benefits (salary and designation will be offered commensurate with experience and qualifications)
Contract	Fixed Term Contract (3 years), Full-Time, National Hire
Occupational Groups	Human Resources, Administration, Infrastructure, International Development
Last Date	15 December 2021

CDRI is looking for an experienced, creative, and highly energetic colleague to support HR, Administrative, Procurement & IT functions of CDRI Secretariat. The incumbent will lead activities relating to specific work streams under the supervision of Director-Operations, CDRI.

#### **About us**

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. Further details are available at: <https://cdri.world>

CDRI has the following strategic priorities:

- a) **Technical Support and Capacity-building:** This includes disaster response and recovery support; innovation, institutional and community capacity-building assistance; and standards and certification.
- b) **Research and Knowledge Management:** This includes collaborative research; global flagship reports; and a global database of infrastructure and sector resilience.
- c) **Advocacy and Partnerships:** This includes global events and initiatives; marketplace of knowledge financing and implementation agencies; and dissemination of knowledge products.

The Secretariat of the CDRI operates from New Delhi under the direction of the international Governing Council and implements the programs of the CDRI.

#### **Key Responsibilities of the post:**

As Deputy Director-HR & Administration you will serve as the primary contact for all matters related to procurement, talent search and management, staff development, and IT systems at CDRI. Specific responsibilities include:

##### **1. Administration of the Secretariat:**

- Streamline processes, plan and coordinate daily operational functions and systems and devise ways to streamline processes; monitor operating expenses.
- Support audits and analyse financial data for administrative and procurement related work.
- Ensure all travel requests for national and international travels including timely purchase of tickets and travel insurance, arranging visas, booking vehicles and accommodation, etc.

- Facilitate all logistics and arrangements for conferences and other events hosted by CDRI nationally and internationally.
- Serve as the safety and security primary focal point for staff. Ensure all safety and security training (including first aid and fire safety drill) and guidelines are conducted in CDRI.
- Ensure CDRI vehicle management, including ensuring regular maintenance of vehicles along with all necessary compliances.
- Facilitate corporate insurance policies and ensure that all necessary insurance for CDRI staff is in order.

## **2. Procurement:**

- Facilitate the development of a procurement plan; oversee development and administration of contracts with external suppliers and manage procurement policies, procedures, and programs with a focus on their ability to enhance organisational value and efficiency.
- Manage and ensure the entire procurement process (preparation & issuing of tenders, tender adjudication, award of tenders, procurement, delivery, storage, and supply) for supplies, services and works, in accordance with the necessary guidelines and as per approved budget.
- Ensure handling of the tendering process transparently and efficiently.
- Act as a catalyst to introduce various changes related to the evolving Procurement Regulations.

## **3. Human Resource Management:**

- Facilitate the development and implementation of a uniform and comprehensive HR Policy for efficient and conducive working environment .
- Designing Job Descriptions across all levels and for all verticals and facilitate recruitment for positions through defined procedure in CDRI.
- Induction and orientation of employees on CDRIS programmes, systems, procedures, and protocols.
- Develop Training Plan and Training Calendar for the employees based on Skill Map Analysis for the phase wise development of Training Modules and continuous process of Capacity Building.
- Develop, communicate, and administer performance development plans and appraisals.
- Design and Implement Policies related to Compensation, Promotion, Interns, Short Term Consultants, Grievance Redressal and Exit.
- Employees Empowerment, Employee Engagement, Employee Retention.
- Responsible for ensuring compliance with applicable laws and statutory requirements, engaging, and resolving staff grievances at a primary level .

## **4. IT Services**

- Lead the IT services at CDRI by managing the capacity, performance, and availability of all the components used in organization's global IT Infrastructure, as well as looking after all the aspects of the private and public cloud services, computing, storage, networking and connectivity elements, and end-user devices that are used in the day-to-day operations of the organization.
- Responsible for implementation of IT polices, providing primary level IT support on matters like backups, software and hardware installations, lease line, maintaining off site backups, e-mail and LAN set up etc. including interacting with IT vendors and service providers.
- Lead an effective security operations function by ensuring that adequate people, processes, and technologies are in place to provide detection, containment, and remediation of IT threats;

monitor systems to identify possible cyber security incidents; and ensure that they are properly identified, analysed, communicated, investigated, and reported.

- Provide leadership and guidance to IT Ops staff and partners, develop and train staff particularly with respect to IT operations and information security skills, manage priorities and conflicts between teams as required, and approve budget expenditures within the scope of responsibility.

Perform other relevant duties as decided by the Director-Operations, CDRI or the Director General of CDRI.

### **Competencies:**

#### **Essential:**

- Should possess necessary knowledge and experience, of actual application of various administrative, Procurement and financial rules/regulations.
- Experience in leading and delivering successful people strategies.
- Ability to foster a positive team environment in a multicultural setting.
- Should be familiar with the policies and programs of the Government and Non-governmental organization and capable of holding independent charge of an office.
- Excellent verbal and written communication, analytical skills, negotiation, problem solving, facilitation, teamwork, multitasking.
- Strong interpersonal and written and oral communication skills.
- Past track record/Ability to work independently, deliver timely and quality products; and
- Computer proficiency, especially related to professional office software packages (Microsoft Office) and SAP purchase order systems.

#### **What do you need to have?**

- Post-graduate qualification in Management, HR or a related field with minimum 10 years work experience in in multi-national, international, Government, non-governmental or private organizations in Administration /related field.
- Ability to work in multicultural teams and collaborate with International partners in the development sector.
- Knowledge of international law and regulatory framework is desired.

#### **Excited to join us?**

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 on or before the last date.

**Application Process:** Online application form will be available at <https://cdri.world/career/career.php>.

CDRI is committed to achieving workforce diversity. Individuals with disabilities are equally encouraged to apply. All applications will be treated with strict confidence.

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 check.