

Director- Operations

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	23 April 2021
Location	New Delhi
Grade	Director
Salary and benefits	Apart from the parent cadre salary, 20% of basic salary as deputation allowance will be payable, if allowed as per deputation terms
Contract	Appointment will be made on deputation for a term of 3 years which may be extended for a maximum of 2 years.
Occupational Groups	Secretariat Operations, Financial Management, Talent Management
Last Date	7 th May 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, the private sector, and academic and knowledge institutions. It aims to address the challenges of building resilience into infrastructure systems and associated development. The vision, mission, goal, and objectives of the CDRI are explicitly linked to the post-2015 development agendas. The Coalition will also contribute to the resilience of the 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 of and retrofit resilient infrastructure to respond to the SDGs objectives of expanding 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 the CDRI. This advertisement is for national hires in staff positions on deputation for a duration of three (3) years which may be extended for a maximum of 2 years.

Objective of this position:

To lead the operational function of organization with managing its resources, developing, and implementing an operational plan & policies, management functions, HR & administration etc. in the organization and ensuring that procedures are carried out properly. Director operation would coordinate in budget preparation, budget monitoring and audit related functions. The positions would lead the coordination and

implementation of HR, administration & procurement policies, management functions, financial matters be responsible for the efficient functioning of the organization.

Mode of Selection

The Director- Operation position would be filled on deputation basis for a period of three years.

Officers of rank of Deputy Secretary / Director level from the All-India Services or any organized Group A service of the Government of India which are eligible for appointment under Central staffing scheme, with minimum 15 years of experience, are eligible for the post.

The post is non central staffing scheme, and it may be noted that no Mandatory posting certificate for allotment / retention of government accommodation will be issued by this office.

Role and Responsibilities:

Within the delegated authority and the given organizational set-up, the incumbent will be responsible for following areas of the duties and tasks:

HR activities

- Formulation & implementation of HR policies.
- Develop and Implement human resources strategies and policies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention and statutory compliances.
- Develop training programmes in association with network of Universities, Knowledge Institutions and other stakeholders for capacity building and professional development of CDRI team.
- Under the leadership of the Director-General, guide the Division to provide substantive support to team by formulating and updating policies, procedures, methods, and guidelines, communicating, and enforcing organization values.

Administrative

- Collaborate with all management staff to identify and deliver the required administrative support operations and facility management for the organization.
- Development and implementation of organizations administrative policies and procedures manual, procurement manual.
- Develop, evaluate, and maintain the management information system (MIS).
- Negotiating contracts and agreements with vendors and maintaining corporate relationships

- Ensure the organizations compliance with applicable health, building, zoning, and safety licensing and other certification requirements.

Financial

- Analyse and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials and oversee all financial, project/program and grants accounting.
- Oversee and lead annual budgeting and planning process; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Coordinate and lead the annual audit process, liaise with external auditors, and oversee statutory compliances.

Perform other reasonable duties as decided by the Director-General, CDRI.

Competencies:

Essential:

- Demonstrated strategic, technical, and intellectual skills in the substantive area.
- Proven ability to work effectively in multi-disciplinary and multi-cultural teams.
- Excellent communication and interpersonal skills, analytical and strategic planning skills, and the ability to handle multiple priorities.
- Familiarity with international frameworks like the Sustainable Development Goals (SDGs) and the Sendai Framework on Disaster Risk Reduction and the Paris Agreement on Climate Change.
- Past track record/Ability to work independently, deliver timely and quality products; and
- Computer proficiency, especially related to professional office software packages like Microsoft Office.

Qualifications:

Post Graduate qualification in management, public policy, engineering, project management, planning, environmental sciences, climate change, applied sciences, or a related field. PHD. /Doctorate preferable.

Experience:

- Officers of rank of Director/ Deputy Secretary level from the All-India Services or any organized service of the Government of India, eligible for appointment under Central staffing scheme, with minimum 15 years of experience, are eligible for the post.
- Officer having experience in disaster management, infrastructure or related fields will be given preference.
- Should possess sound knowledge and field level experience of procurement and project management.

Reporting Line:

The incumbent shall report to Director General, CDRI

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 proper channel with cadre clearance, vigilance clearance, detailed biodata in the prescribed proforma and CR dossier of last 5 years** with an advance copy on the following email id – DD.Admin@cdri.world on or before the last date. Kindly note that application through proper channel must be submitted on or before interview.

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.
