

Terms of Reference

Principal / Lead Specialist - Projects

Organisation	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	18/09/2020
Location	New Delhi, India
Grade	Principal / Lead Specialist
Salary and benefits	INR 1.75 to 2.50 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	Infrastructure, Development, Disaster Risk Reduction, Publishing
Last date of application	13/10/2020

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 outcomes would lay foundation of resilient economies and society through cross-sector commitments at to global scale.

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 CDRI envisions measurable reduction in infrastructure losses from disasters including extreme climate events.

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

Objective of this position:

To lead the establishment and implementation of policies, processes and guidelines within CDRI aimed at streamlining the creation, implementation and monitoring of projects taken up within CDRI to ensure optimal utilisation of resources and timely achievement of the goals of CDRI.

Role and Responsibilities:

- Anchor the development and implementation of a strategy for project delivery within CDRI to achieve the vision, goals and workplans of CDRI.
- Develop and implement detailed process for conceptualization, implementation, monitoring and evaluation of projects within CDRI.
- Develop and implement organizational process for effective allocation and monitoring of resources to projects within CDRI.
- Seek, analyse, and apply knowledge, information, and best practices within all projects of CDRI.
- Promote knowledge management, document best practices and lessons learned from project implementation, and facilitate dissemination in appropriate format to relevant stakeholders
- Identify various stakeholders for projects and develop strategy to engage with them for effective implementation of the projects without conflicts.
- Work as a team with other Principal/Lead Specialists to streamline the delivery of outputs and maximize coherence of outcomes of all projects within CDRI.
- Promoting and positioning the organisation as a people-oriented research and knowledge organisation for problem solving, learning and advise relating to infrastructure resilience.

Engagements-

- Build and maintain relationships with CDRI members and donor organizations with consideration of their sensitive issues to ensure their support to projects taken up in different countries.
- Build network of international organizations, research and consulting agencies, and institutions likely to collaborate with or implement CDRI projects.
- Develop a system for onboarding and engaging of domain experts to ensure their support through the project life cycle.
- Put in place initiatives to gather and harness tacit knowledge anchored on CDRI's operations both at the organizational level and with the countries.
- Initiate and develop innovative approaches, research methodology, tools, metrics, and strategies for effective implementation of research projects.
- Coordinate closely with government agencies, development partners, insurance companies and other relevant stakeholders concerning disaster resilient infrastructure activities and maintain up-to-date information on their activities and programs.
- Attend and document meetings or consultations with external stakeholders as required.
- Contribute to CDRI's active participation in global forums working for disaster resilient infrastructure.

Delivery-

- Develop a framework and lead efforts to regularly measure and report on the progress and effectiveness of projects.

- Establish mechanisms for capturing knowledge on best practices and documenting lessons learned from the Coalition’s operations, and project life cycle to make them more effective and efficient
- Lead timely reporting to the CDRI Members and other groups of stakeholders on the Secretariat’s projects as required.

Competencies:

Essential-

- Demonstrated strategic, technical and intellectual skills in the substantive area.
- Experience in conceptualising research and development projects to address knowledge gaps in relevant areas, outlining detailed scope of work, and systematizing implementation of research.
- Knowledge and experience with contemporary research methods, research philosophies, and research software in disaster management or other allied subjects.
- Demonstrated skills in devising project monitoring systems for complex project teams such as SPVs, joint-ventures, etc.
- Demonstrated success in leading, coordinating, and contributing to timely delivery of high-quality research projects that and smooth implementation of institutional policies.
- Experience in drawing from multiple workstreams to create effective success stories, and in designing key performance metrics for monitoring projects.
- Experience in developing an institutional or programmatic learning agenda, and record of success in coaching teams for continual capacity building.
- Record of ability to mentor and support a team through process of becoming a more effective “learning organization”.
- Strong organizational skills, attention to detail, ability to multitask, and ability to perform under pressure.
- Demonstrated leadership, facilitation and coordination skills, ability to manage teams.
- Proven ability to work effectively in multi-disciplinary and multi-cultural teams;
- Excellent communication and interpersonal skills and a proven ability to be flexible in demanding situations.
- Analytical and strategic planning skills and the ability to handle multiple priorities
- The ability to present information and concepts clearly, both orally and through written reports.
- Proven ability to draw inputs from multiple disciplines and synthesize them to address specific problems.
- Experience of drafting research proposals, cost estimations, scope of work, tender documents involving complex stakeholder groups.
- 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.

- Strong interpersonal, written and oral communication skills.
- Past track record/Ability to work independently, deliver timely and quality products.
- Experience of working in international organisations.
- Computer proficiency, especially related to project management software, and office software packages (Microsoft Office).

Desirable-

- Experience in developing and implementing projects strategies for large organisations in public or private sectors.

Qualifications:

Educational Criteria-

Post-Graduate qualification in project management, engineering, planning, architecture, environmental sciences, climate change, applied sciences, or a related field are preferred. Four years of additional experience may be considered in lieu of advanced degree.

Experience Criteria-

Minimum 10 years of overall experience with at least 4 years of leadership experience at the national or international level in project management; experience of latest practices and technology of project management, resource allocation, tendering and contract management, conflict resolution; good knowledge about research projects proposals, research methodology, and evaluation of research outcomes. Specific experience in projects for disaster risk reduction may be given additional weightage.

Reporting Line:

The incumbent shall report to Director – Technical Support and Capacity Building.

Language Proficiency:

- Fluency in English.
- Knowledge of language of a CDRI Partner country will be an asset.

How to Apply:



Coalition for Disaster Resilient Infrastructure

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 www.cdri.world/jobapply.php from 23rd September 2020.

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.
