

Terms of Reference

Lead Specialist – Technical Studies

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	01 September 2021
Location	New Delhi, India
Grade	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
Last date of application	11 December 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:

To lead in creation, designing, implementation and monitoring of knowledge projects and studies as per vision, goals and workplans of CDRI and to provide technical support and research activities relating to projects and studies.

Role and Responsibilities:

- Anchor the development and implementation of a strategy for knowledge 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 knowledge projects within CDRI
- Develop and implement organizational process for effective allocation and monitoring of resources to projects within CDRI
- Seek, analyze, 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
- 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.

Competencies:

Essential:

- Demonstrated strategic, technical and intellectual skills in the substantive area
- Experience in conceptualizing 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
- 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

- 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.
- Computer proficiency, especially related to project management software, and office software packages.

Desirable:

- Experience in developing and implementing knowledge projects strategies for large organizations 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.

Experience Criteria:

Minimum 10 years of experience in knowledge project management; experience of latest practices and technology of knowledge project management, resource allocation, conflict resolution; good knowledge about research projects proposals, research methodology, and evaluation of research outcomes. Specific experience in knowledge projects for disaster risk reduction may be given additional weightage.

Reporting Line:

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

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/career.php>.

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.