

Short Term Consultant (STC)-IT

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Posting Date	27/04/2021
Location	New Delhi, CDRI Secretariat
Grade	Short Term Consultant (STC)-IT
Salary and benefits	INR 70,000/- to 1,00,000/- per month (Remuneration will be commensurate with experience and qualifications)
Contract	Fixed Short-Term Contract for 06 months, Full time, National Hire
Occupational Groups	IT, Web Development, E-Office system administration
Last Date	03/05/2021; 11:59 PM IST
Expected Joining	Immediate

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 development associated with it. 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 outcome of such collaboration would be aimed at building resilient economies and resilient people through cross-sector commitments at all levels towards adaptation and resilience with concrete outcomes that will bring resilience action 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 of and retrofit resilient infrastructure to respond to the Sustainable Development Goals (SDGs) objectives of expanding universal access to basic services, enabling prosperity, and decent work. CDRI envisions enabling 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 short term consultant (STC) -IT for a fixed term contract of 03 months.**

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 eOffice operation and maintenance (Linux based), (iii) MS Office 365 operations and support, (iv) and support for IT infrastructure. The IT Resource person will be responsible to ensure operations of CDRI's overall IT infrastructure. The tasks will require the IT Resource person to learn about new software quickly and operationalise it.

Competencies and responsibilities:

IT resource person should be self-sufficient for discharging following responsibilities.

Web Development (essential)

- To conceptualise, design, develop, code, test, and operationalise the various 'Web applications and modules' required 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 or E-office software used by CDRI.
- To monitor web security issues for CDRI website such as SSL certificate.
- To devise mechanism for SEO, analysis of back-end data of CDRI website, and to provide inputs to CDRI management for improvement of website.
- Language proficiency: PHP, DDRUPAL, CSS3, HTML 5.0 translational, MySQL for database, other relevant languages.
- Testing language: W3C, XHTML

EOffice system administration (desirable)

- To provide back-end administration support for NIC provide 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 operationalise 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 EOffice.
- 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 systematise its operations.
- To connect IT equipment in for online network environment.
- To manage video conferencing such as MS Team meetings, webinars, etc.
- IT Support (desirable)
- To support day-to-day operations and maintenance of internet connection within CDRI office for Internet Leased Line, LAN and wifi.
- 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 install, connect, operate, and maintain IT equipment such as computers, laptops, printers, scanners, multifunction machine, modems, Video Conferencing systems, CCTV systems, etc. within CDRI office.
- To coordinate with equipment suppliers/manufactures for installation and troubleshooting of various equipment and software.

Soft skills

- Good communication skills (written and spoken) in English are preferred.
- Ability to quickly learn new skills and train others in software usage.
- Self-motivated
- Awareness about content copy right policies of website of international organizations
- To troubleshoot CDRI's any other web development tasks required at CDRI.

Qualifications

- Graduation (BTech/BE/BSc), or MCA in Computer Science, Information Technology, Electronics and Communication, Web Development, or another related course.
- Diploma with exceptional track record and skills can be considered.

Experience

- Minimum three years' relevant experience.

Reporting Line:

The incumbent shall report to Deputy Director - HR and Admin

Language Proficiency:

- Fluency in English.

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 on the following email id – career@cdri.world on or before the last date.

Please note: Candidates who have already applied for this position need not to apply again.

Application Process: Online application form will be available at www.cdri.world/jobapply.php from 27 April 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.