

Short Term Consultant (STC) Advocacy (Events)

Organisation	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	26/10/2020
Location	New Delhi, CDRI Secretariat
Grade	Short term Consultant (STC)
Salary and benefits	INR 90,000/- per month consolidated fixed
Contract	Fixed short term contract for 6 months, Full-Time, National Hire
Occupational groups	Advocacy, Infrastructure, Development, Disaster Risk Reduction,
Last date of application	01/11/2020
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 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) for Fixed Term Contract of six (6) months.

Objective of this position:

CDRI has announced the third International Conference on Disaster Resilient Infrastructure (ICDRI 2021) to be held from 17 to 19 March 2021. ICDRI is an annual international conference and platform to continue building the global community for disaster and climate resilient infrastructure in line with the Coalition's mandate. The conference will bring together stakeholders from partner countries representing national disaster risk management agencies, key infrastructure sectors, multilateral development banks, UN agencies, academia and research institutions, the private sector and policy think tanks. With the establishment of the CDRI Secretariat in 2019, ICDRI will be held in place of the International Workshop on Disaster Resilient Infrastructure (IWDRI) to strengthen global outreach on disaster resilient infrastructure. The ICDRI 2021 will be an interactive virtual conference.

The Short-term consultant (STC) will primarily support the Secretariat for the preparation and running of ICDRI 2021.

- To support and assist in initiating, designing, and implementation of advocacy projects (including ICDRI2021).

Role and Responsibilities:

Under the supervision of the Lead/Principal/Senior Specialist the STC will support activities of the Advocacy Programme, including but not limited to:

- Support the development, management, and implementation of advocacy initiatives and projects in line with the aims of CDRI.
- Background research and assistance to draft concept notes, and oversee, manage and write the briefing notes, technical reports, outcome reports, presentations, etc. for all advocacy initiatives. Draft concept notes for sessions and events.
- Content creation: draft material for social media, website, blogs and other platforms.
- Support and assist to strategize, coordinate, and organize workshops, events, meetings, and panel discussions. Liaise and follow up with all speakers, sponsors, event management companies, and various stakeholders. Follow up with various
- Research, assistance and support to strategize, plan, and manage international events (ICDRI 2021 and other side events), advocacy projects and initiatives, knowledge and technology marketplaces, and dissemination of various knowledge products for CDRI.
- Research and support to provide technical support to the development and maintenance of advocacy initiatives.
- Support in advocating, promoting, and positioning the organisation as a people oriented organisation for problem solving, learning, and advice relating to infrastructure resilience.
- Provide support and liaise with the communication team as needed.
- Support and maintain a roster of all related (DRR, Climate Change, Infrastructure and Resilience) events and networks.
- Provide research, assistance and support to any other support as required by CDRI.
- Performs other duties related to the CDRI as required.

Competencies:

Essential:

- Experience in spearheading international conferences, workshops, events and creating global platforms;
- Demonstrated strategic, technical and intellectual skills in the substantive area;
- Experience in research and writing. Excellent writing and editorial skills in English; The ability to present information and concepts clearly, both verbally and on paper.
- Excellent communication, networking and interpersonal skills.
- Proven ability to work effectively in multi-disciplinary and multi-cultural teams; Capacity to work with diverse partners including governments, academicians, think tanks, other stakeholders.
- Experience of working in international organisations.
- Analytical and strategic planning skills and the ability to handle multiple priorities
- Proven ability to draw inputs from multiple disciplines and synthesize them to address specific problems.

- 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 to work independently, deliver timely and quality products; and
- Computer proficiency, especially related to professional office software packages (Microsoft Office).

Desirable:

- Experience in advocacy in the field of sustainable development, disaster risk reduction and climate related subjects.
- Experience of working in or for international organisations.

Qualifications:

Graduate or Post-Graduate qualification in international relations, public relations, international cooperation for development, communication, social science, journalism, political science or a related field are preferred.

Experience:

Minimum 4 years of relevant experience in advocacy programmes and projects. Specific experience in disaster risk reduction will be given additional weightage.

Language Requirements:

- Fluency in English.
- Knowledge of another CDRI Partner country's language will be an asset.

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 www.cdri.world from 26 October 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.
