

Terms of Reference Manager – HR & Admin

Organisation	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	04/09/2020
Location	New Delhi
Grade	Manager (HR & Admin)
Salary and benefits	INR 0.75 to 1.00 lakhs per month + 20% allowances+ medical insurance (salary will be offered commensurate with experience and qualifications)
Contract	Fixed Term Contract (3 years), Full-Time, National Hire
Occupational Groups	Human Resources, Administration, Infrastructure, International Development
Last Date for Application	21 September 2020, 11:59 PM IST

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



Coalition for Disaster Resilient Infrastructure

programmes of CDRI. This position is being advertised for national hire in staff position on Fixed Term Contract of three (3) years.

Objective of this position:

Under the guidance and direct supervision of the Deputy Director (HR and Admin), the Manager – HR & Admin would be responsible for:

- a. transparent implementation of HR strategies, and effective delivery of HR services. He/she analyses, interprets, and applies HR policies, rules, and regulations, implements internal procedures, supports new HR programmes, and provides innovative solutions to a wide spectrum of complex HR issues. He/She promotes a collaborative, client-oriented approach and contributes to the maintenance of high staff morale.
- b. Providing support to office operations performing a variety of standard administrative processes ensuring high quality and accuracy of work. He/She promotes a client, quality, and results-oriented approach.

Role and Responsibilities:

Work under the overall guidance of the Director Operations and under the direct supervision of Deputy Director (HR & Admin) for:

A. Human Resources Management

- Implement organisational policies related to HR activities for efficient and conducive working environments and processes within organization.
- Identify and collate details for hiring and training of all kind of staff.
- Management of contracts and agreements with staffs and negotiation, etc.
- Bridge management and employee relations by addressing demands, grievances, or other issues.
- Manage the recruitment and selection process. Support recruitment for positions through defined procedure in CDRI Society (CDRIS).
- Implement and communicate performance development plans and appraisals.
- Implementation of effective HR improvement program that adds value and efficiency to the organisation.
- Preparation of HR related proposals i.e. performance appraisal, performance management, etc.
- Support in development of job descriptions across all levels and for all verticals.
- Conduct induction and orientation of employees.
- Conduct training of employees on knowledge about CDRI Systems, procedures, and protocols. Implement Training Plan and Training Calendar for the employees based on Skill Map Analysis for the phase wise development of Training Modules and continuous process of Capacity Building.
- Preparation and formulation of Annual Performance Appraisal.

- Smooth management of Compensation, Promotion, Interns, Short Term Consultants, Grievance Redressal and Exit in CDRIS.
- Participation and smooth conduct of process related to Employees Empowerment, Employee Engagement, and Employee Retention.
- Nurture a positive working environment.
- Oversee and manage a performance appraisal system that drives high performance.
- Maintain pay plan and benefits programme.
- Assess training needs to apply and monitor training programmes.
- Report to management and provide decision support through HR metrics.
- Ensure legal compliance throughout human resource management.
- Any other work relating to HR of CDRIS.

B. Administration

- Proper implementation of daily operational functions, management systems, and support Deputy Director (HR & Admin).
- Implement budgets, supervise administrative staff, conducts audits, and collate financial data for administrative and procurement related work.
- Implement organisational policies related to administration including procurement related activities for efficient and conducive working environments and processes within organization.
- Identify and collate details for administrative budgets, hiring and training administrative staff.
- Management of contracts and agreements with vendors including negotiation, etc.
- Management of operating expenses on daily basis.
- Implement and communicate office orders in time bounded manner.
- Support in Preparation of Annual Performance Appraisal and Implement identified procedures for agency hiring and exit.
- Any other work relating to administrations of CDRIS.

Competencies:

Essential:

Knowledge and experience of application of various rules and regulations of HR and Administration.

- Demonstrated experience of resolution of HR issues.
- Familiarity with the policies and programmes of multi-lateral, non-governmental and international organizations and capable of holding independent charge of an office.
- Excellent verbal and written communication, analytical skills, negotiation, problem solving, facilitation, teamwork, multitasking.
- Strong interpersonal and written and oral communication skills.
- Past track record/ability to work independently, deliver timely and quality products; and
- Computer proficiency especially related to professional office software packages (Microsoft Office).
- Should have practical experience of the exercise of administrative and financial powers.

Desirable:

Experience of working in international organisations

Educational Qualification:

Graduation in any field. Post-graduate qualification in HR, Business Administration, Public Administration, or related field.

Experience:

Minimum 7 years of work experience in multi-lateral, international, non-governmental or private organizations in HR and Administration.

How to Apply:

If you have experience of working in a similar capacity and want to make an active and lasting contribution, please apply before the last date following the below application process:

Application Process: [Download PDF](#)

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 the strictest confidence. CDRI has ZERO Tolerance on sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. Any selection therefore will be subject to satisfactory reference and background check.