

### Research Assistant

<b>Organization</b>	Coalition for Disaster Resilient Infrastructure (CDRI)
<b>Job posting date</b>	18 June 2021
<b>Location</b>	New Delhi, India
<b>Position</b>	Research Assistant
<b>No. of positions</b>	3
<b>Salary</b>	Rs.40000/- plus 10% TA (consolidated)
<b>Contract</b>	01 Year and extendable, this is an outsourced position
<b>Occupational groups</b>	International Development, Disaster and Climate Resilient Infrastructure
<b>Last Date of Application</b>	5 July 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.

#### Objective of this position:

Research Assistant will be responsible for supporting activities of CDRI Programmes and respective working group with following (including but not limited to):

#### Role and Responsibilities:

- Prepare, maintain, and update information on the programmes and their projects.
  - Attend all programme related meeting, record Minutes of Meeting (MoM), make notes, schedule meetings on request, maintain records and filing.
  - Maintain programme related documents (internal and external) including all communication materials for website, members update, outreach, etc.
  - Maintain all data, information and documents related to the programme. Review

and edit data to ensure completeness and accuracy of information; follow up with working group colleagues to resolve problems or clarify data collected.

- Compile data for progress reports and create progress reports for the programmes
- Carry out data collection and research to support programme development and management
- Support the programmes with internal liaison between programme working groups and with the communications team.
- Manage all logistics and admin related work required for the programme, including logistics required for setting up for various workshops, meetings, travel etc.
- Ensure timely monitoring of working group schedules and timelines in support of the respective Directors.
- Attend to and support with the execution of seminars and other meetings, as necessary.
- Perform miscellaneous jobs required for the programme

#### **Competencies:**

##### **Essential:**

- Basic technical and intellectual skills relevant for CDRI.
- Excellent verbal and written communications in English
- Ability to work under pressure with multiple tasks, demands and deadlines with a positive and constructive attitude
- Excellent computer proficiency, especially related to professional office software packages (Microsoft Office, etc.).
- Good interpersonal and facilitation skills

##### **Desirable:**

- Experience of working in multi-disciplinary and multi-cultural teams.
- Experience in sectors related to disaster risk reduction, development and climate change.
- Experience of developing concept notes, research proposals, data collection, and conducting research on disaster and climate resilience.

#### **Educational and Experience Criteria:**

Bachelor's Degree in planning, architecture, development studies, engineering, urban planning, sustainable development, infrastructure, or any other relevant field with min 75% marks / 8 CGPA / or equivalent with minimum 3 years of work experience in area related to CDRI's work.

or

Post-Graduation in disaster management, climate change, development studies, engineering, urban planning, sustainable development, infrastructure, architecture, or any other relevant field with min 75% marks / 8 CGPA / or equivalent with minimum 1 year of work experience in area related to CDRI's work.

**Language Requirements:**

- 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 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.

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