

Terms of Reference Analyst (Knowledge Management)

Organisation	Coalition for Disaster Resilient Infrastructure (CDRI)
Posting Date	10/09/2020
Location	New Delhi, India
Grade	Analyst
Salary and benefits	INR 75,000 to 100,000 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 Mitigation, Knowledge Management
Last Date	28/09/2020 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, 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 outcomes would lay foundation of resilient economies and society through cross-sector commitments at 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 and retrofit of resilient infrastructure for the Sustainable Development Goals (SDGs) objectives of universal access to basic services, enabling prosperity, and decent work. The CDRI envisions 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 programmes of CDRI. This position is being advertised for national hire in staff positions on Fixed Term Contract of three (3) years.

Objective of the position:

To support the design and implement information and knowledge management activities and processes in support of all activities and themes of CDRI. Reporting to the Principal/Lead Specialist (Knowledge Management), CDRI, the incumbent will facilitate in developing repertoire knowledge products and publications and provide support for effective accomplishment of activities under the Strategic Priority 2: Research and Knowledge Management of CDRI.

Roles and Responsibilities:

Under the supervision of Principal/ Lead Specialist (Knowledge Management) or Senior Specialist (Knowledge Management), the incumbent will support activities relating to specific work streams, including:

- To support development of an information and knowledge management strategy in line with the aims of CDRI.
- To develop/ contribute to knowledge capture and documentation of Disaster Resilient Infrastructure (DRI) insights, working with CDRI Members, and translate this knowledge capture into knowledge products and activities in support of member countries and organisations.
- To support the development of CDRI-focused tools and knowledge management products (e.g. case studies, country profiles, lessons learned, strategy papers, how-to-guides, toolkits) and provide oversight to consultants and partners in developing or distributing these knowledge products.
- To support development, implementation and monitoring of activities as outlined in the CDRI work plan and provide technical support to them wherever needed.
- To facilitate knowledge sharing among national and global platforms as well as members of CDRI.
- Attend and document meetings or consultations with external stakeholders as required.
- To monitor and report activities as well as provide quality assurance and high-quality standards.
- Support communications team in engaging audiences, internal and external to the organisation to promote CDRI initiatives, collaboration, and learning,
- Performs other duties related to the CDRI, as assigned.

Competencies:

Essential:

- Experience in working with institutional Knowledge Management strategies and/or systems.
- Experience of working in contemporary knowledge sharing platforms, including file sharing and collaboration platforms, that can serve multiple units within a decentralized organizational structure.
- Experience in drafting knowledge products such as books, articles, research papers, toolkits, guides, policy papers and notes, baseline studies and/or comparative studies in disaster management or other allied subjects.
- Experience in drawing from multiple workstreams to create effective success stories, and in designing key KM metrics to enhance value of knowledge capture for the institution.
- Organizational skills, attention to detail, ability to multitask, etc.
- Proven ability to work effectively in multi-disciplinary and multi-cultural environment.

- Excellent communication and interpersonal skills and a proven ability to be flexible in demanding situations.
- Analytical and strategic planning skills and the ability to handle multiple priorities.
- Familiarity with international frameworks like the SDGs and the Sendai Framework on Disaster Risk Reduction (SFDRR) and the Paris Agreement on Climate Change.
- Computer proficiency, especially related to project management software, and office software packages (Microsoft Office).

Desirable:

- Experience of working with international organisations.
- Experience in developing Knowledge Management products for large organisations in public or private sectors.
- Experience in the fields of sustainable development, disaster risk reduction and climate change.

Qualifications:

Bachelors or Masters qualification in disaster management, architecture/planning, environmental sciences, climate change, earth sciences, or a related field are preferred.

Experience:

Minimum 6 years (for Bachelors) / 4 years (for Masters) of progressively experience in research and knowledge management in disaster risk reduction, sustainable development, infrastructure development, environment, or related area is required.

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 conceptualizing project management plans and strategies for a global initiative spearheaded by India, please apply on the following email id – career@cdri.world on or before the last date.

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.

Application Process: [Download PDF](#)