

Senior Specialist - External Relations and Partnerships

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Posting Date	23 March 2023
Location	New Delhi
Grade	Senior Specialist
Salary	Salary will be offered commensurate with experience and qualifications)
Contract	Fixed Term Contract (3 years), Full-Time, National Hire,
Occupational Groups	Infrastructure, Development, Disaster Risk Reduction, Partnerships, External Relations, Stakeholder Management, public policy
Last Date	13 April 2023

Do you have experience in establishing and managing high-value partnerships and networks with members, donors, partners, and institutions?

Do you have experience in Donor relationship management within the international development system on resource mobilization and partnership development?

Do you have what it takes to shape the new global agenda on resilient infrastructure?

If the answer to these questions is a yes, we would like to receive your applications for the Senior Specialist role in External Relations and Partnerships with CDRI.

About us

The Coalition for Disaster Resilient Infrastructure (CDRI) is a partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and knowledge institutions that aims to promote the resilience of new and existing infrastructure systems to climate and disaster risks in support of sustainable development. Further details are available at: <https://cdri.world>

CDRI has the following strategic priorities:

- a) **Technical Support and Capacity-building:** This includes disaster response and recovery support; innovation, institutional and community capacity-building assistance; and standards and certification.
- b) **Research and Knowledge Management:** This includes collaborative research, global flagship reports, and a global database of infrastructure and sector resilience.
- c) **Advocacy and Partnerships:** This includes global events and initiatives, a marketplace of knowledge financing and implementation agencies, and the dissemination of knowledge products.

The Secretariat of the CDRI operates from New Delhi under the direction of the international Governing Council and implements the programs of the CDRI.

Objective of this position:

CDRI is looking for an experienced professional for the position of Senior Specialist (External Relations and Partnerships) to work under the supervision of the Lead Specialist (External Relations and Partnerships). The incumbent will conceptualize, initiate, develop, and forge partnerships with diverse stakeholders and manage external relationships to promote Disaster Resilient Infrastructure.

Role and Responsibilities:

- To support in the development of a partnership engagement strategy drawing upon the work of CDRI and its partners. Develop alliances and institutional partnerships with other organizations, donors, and members.
- To build and maintain relationships with CDRI's members/donors and partners, demonstrating professionalism in providing advice and information on CDRI activities with sensitivity, accuracy, and promptness.
- To map and coordinate closely with government agencies, infrastructure sector partners, private sector organizations, academic institutions, multilaterals, and other relevant stakeholders concerning disaster resilient infrastructure activities and maintain up-to-date information on their activities and programs. Identify appropriate national and international forums and prepare a strategy for CDRI engagement in those forums.
- Involvement in pre-and post-event engagements to aid fundraising, donor retention, and maintain external relations.
- To support the development of a strategy for awareness generation at the policy level on disaster and climate-resilient infrastructure issues.
- To support in organizing and facilitating the end-to-end management of the Governing Council and Executive team meetings at CDRI.
- To work closely across departments to develop and deliver effective communications, reporting, and compliance to cultivate, grow, and sustain long-term funding. Collaborate, support programs and projects of CDRI, and inform strategic engagement on DRI with members, partners, and stakeholder groups, including developing linkages with national and international institutions of excellence working on issues related to disaster resilient infrastructure.
- To support organizational tasks such as managing existing collaborations with external stakeholders – e.g., report drafting, presentations, managing/assisting in the execution of meetings/events, assisting in proposals submission, etc. Attend and document meetings or consultations with external stakeholders as required. Carry out prospect research and develop a comprehensive fundraising database that captures all relevant information and handles all administrative aspects of fundraising and external relations.

Competencies:

Essential:

- Demonstrated strategic, technical, and intellectual skills in the substantive area;
- Detailed knowledge and understanding of key members donors, their priorities, and areas of interest, and adapting content and approaches of resource mobilization activities to their requirements;
- Demonstrated experience in managing multilateral decision-making processes;
- A growth mindset; self-reflective and open to frequent feedback from multiple stakeholders
- Experience in establishing and managing high-value partnerships and networks with partners;
- The ability to work with a diverse and cross-functional team (both within India and globally) is a MUST;
- Able and willing to travel on short notice to locations for conversations with external stakeholders;
- Proven ability to work effectively in multi-disciplinary and multi-cultural teams; Demonstrated facilitation and coordination skills;

- 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;
- Experience in drafting knowledge products such as books, articles, research papers, toolkits, guides, policy papers and notes, baseline studies and/or comparative studies;
- 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.
- Strong interpersonal and written, and oral communication skills with the ability to present information and concepts clearly, both verbally and on paper;
- Past track record/Ability to work independently, deliver timely and quality products; and
- Computer proficiency, especially related to professional office software packages (Microsoft Office).

Desirable:

- Experience in developing and implementing partnership strategies for large organizations in the public or private sectors.
- Understanding of issues related to disaster management and climate and disaster resilience of infrastructure.
- Deep understanding of research activities, project implementation, and donor reporting.

Qualifications:

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

Experience:

Minimum 7 years of overall experience, with at least two years at the national or international level, including experience within the international development system on resource mobilization and partnership development. Experience in fundraising is required. Specific expertise in disaster risk reduction will be given additional weightage.

Language Requirements:

- Fluency in English, both oral and written.
- Proficiency in International (UN) languages other than English will be an asset.

How to Apply:

If you have experience working in a similar capacity and want to make an active and lasting contribution to a global initiative spearheaded by India, please apply through the online application form only on or before the last date <https://app.cdri.world/career/public/>.

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 for 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 checks.