

## Analyst(s) Recruitment

<b>Organization</b>	Coalition for Disaster Resilient Infrastructure (CDRI)
<b>Job posting date</b>	04 April 2023
<b>Location</b>	New Delhi
<b>Grade</b>	Analyst
<b>Number of Positions</b>	<ul style="list-style-type: none"><li>• Research (1)</li><li>• Training &amp; Capacity Development (1)</li><li>• Disaster Risk Finance (1)</li><li>• Technical Studies (1)</li><li>• Knowledge Processing &amp; Publications (1)</li></ul>
<b>Contract</b>	Fixed Term Contract (3 years), Full-Time, National Hire Initially 3 years of Fixed Term Contract. Contract may be extended for 3 more Years based on suitability of candidate.
<b>Occupational groups</b>	Research, Infrastructure, Development, Disaster Risk Reduction, Projects, Training & Capacity Building, Finance, Knowledge Processing & Publications, Resilient Infrastructure
<b>Last date of application</b>	18 April 2023

**Do you have a strong academic background in engineering/ architecture/ planning/ social development or related field and would like to take up a career in disaster resilient infrastructure?**

**Are you a passionate professional interested in furthering your career in disaster resilient infrastructure? Do you have what it takes to shape the new global agenda on resilient infrastructure?**

**If the answer to any of these questions is a yes, we would like to receive your applications for the Analyst role.**

### **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 the positions:**

The advertised positions align with the following Strategic Priorities of CDRI:

**(A) Research and Knowledge Management:**

1. **Analyst – Knowledge Processing & Publications:** To conceptualise, initiate, and develop products and processes relating to knowledge development on disaster and climate resilience in infrastructure sectors.
2. **Analyst – Research:** To support and undertake processes aimed at streamlining research on DRI while ensuring methodological soundness, rigour, validation, and timely dissemination to the intended users.

**(B) Technical Studies and Capacity Development:**

1. **Analyst – Training & Capacity Development:** To support activities relating to Training & capacity development and deployments for disaster and sustainable development sectors.

2. **Analyst – Disaster Risk Finance:** To support initiation, design, and implementation of projects, and research activities relating to disaster risk financing of infrastructure sectors.
3. **Analyst – Technical Studies:** To support the creation, designing, implementation and monitoring of studies and to provide technical support relating to projects.

Candidates with expertise in the following domains: Research, Training & Capacity Building, Disaster Risk Finance, Technical Studies, and Knowledge Processing & Publications are encouraged to apply. Please indicate your preference for the position based on your area of expertise in the online application form while applying.

- **Analyst - Research**
- **Analyst – Training & Capacity Development**
- **Analyst - Disaster Risk Finance**
- **Analyst - Technical Studies**
- **Analyst – Knowledge processing & Publications**

#### **Role and Responsibilities:**

Under supervision of the Lead/ Senior Specialist, the incumbent will support activities relating to:

- Support the development and implementation of delivery of initiatives within Strategic Areas of Technical Support and Capacity Development or Research & Knowledge Management.
- Support the conceptualization, implementation, monitoring and evaluation of initiatives, projects, and programmes.
- Seek, analyse, and apply knowledge, information, and best practices within all projects of CDRI.
- Support knowledge management, documentation of best practices and lessons learned from project implementation and facilitate dissemination in appropriate format to relevant stakeholders.
- Engage with domain experts to ensure their support through the life cycle of projects, programmes, and initiatives.

- Attend and document meetings or consultations with external and internal stakeholders as required.
- Support the regular measurement and reporting on projects in countries and at CDRI.
- Support activities related to budget planning (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.).
- Provides administrative and substantive support to consultative and other meetings, conferences, etc.; to include proposing agenda topics and content, identifying and proposing participants, preparation of background documents and presentations, handling logistics, etc.
- Support CDRI's active participation in global forums working for disaster resilient infrastructure.
- Coordinate and support other specialists in Research and Knowledge Management, Technical Support and Capacity Development as well as Advocacy and Partnerships teams for development and dissemination of research and knowledge products at national and international platforms through CDRI and other agencies.
- Performs other duties related to the CDRI, as assigned.

### **Competencies:**

#### **Essential:**

- Expertise in one or more from the following domains: Research, Infrastructure, Development, Disaster Risk Reduction, Projects, Capacity Building, Finance, Publications, Resilient Infrastructure.
- 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.
- Skills in project development, implementation, and management.
- Organizational skills, attention to detail, ability to multitask, and ability to perform under pressure.
- Experience of contributing to proposals, cost estimations, scope of work, tender documents while involving stakeholder groups.

- Excellent communication and interpersonal skills and a proven ability to be flexible in demanding situations and ability to handle multiple priorities.
- Excellent research and technical writing skills in English.
- Past track record/ability to work independently, deliver timely and quality products; and
- Computer proficiency, especially related to project management software, and office software packages (Microsoft Office) and others as relevant.

#### **Desirable:**

- Experience of working with international organizations.
- Experience of working in multi-disciplinary and multi-cultural teams.
- Experience working in data analysis, working with big data and GIS data.
- Proficiency in International (UN) languages other than English.
- Experience in sectors related to infrastructure, disaster risk reduction, and climate change.
- Experience of developing concept notes and proposals on disaster and climate-resilient infrastructure.
- Proven experience in strategizing, developing, and implementing projects for international organizations in public or private sectors in developing countries.

#### **Language Requirements:**

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

#### **Qualifications:**

##### **Educational Criteria:**

Bachelor or master's qualification in Architecture, Project Management, Engineering, Planning, Environmental/ Earth Sciences, Climate change, Applied Sciences, Actuarial Sciences, Economics, Commerce, Financial Management, Business

Management, International Development, Sustainable Development, Journalism, Political Science, Communication, International Relations, Public Relations, or related field.

**Experience:**

Minimum 6 years (for Bachelor) / 4 years (for Masters) experience in a relevant position at the national or international level. Specific experience in infrastructure resilience and disaster risk reduction within infrastructure sectors would be given additional weightage.

**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 through the online application form only on or before the last date at : <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 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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