Job Description

Senior Specialist – Creative Solutions (Graphic Design & Video Editor)

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Posting Date	21 July 2023
Location	New Delhi
Grade	Senior Specialist
Salary and Benefits	Salary will be offered commensurate with experience and qualifications)
Grade	Senior Specialist
Contract	Fixed Term Contract (3 years), Full-Time, National Hire,
Occupational Groups	Graphic design, video production, editing.
Last Date	20 August 2023

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.

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 programs of CDRI. This position is being advertised for staff positions on Fixed Term Contract of three (3) years.

Role and Responsibilities:

Plan, research, create, develop, and execute quality art and design solutions for print and digital collaterals as a part of the Media & Communications team at CDRI. The role requires creative mind, storytelling skills, and generating original audio-visual content that is both informative and creatively attractive.

(A) Graphic Designer
- Develop and edit layout, design, and style framework as per CDRI brand guidelines for digital and print collaterals.
- Research, conceptualize and design documents, reports, brochures, booklets, newsletters, presentations, and other related matter.
- Create branding material, web-based pages, GIFs, graphics/ infographics/ artwork (for social media and reports).
- Undertake image editing to upgrade and create multiple collaterals.
- Create interactive media assets - PDFs/Infographics, and other design material.
- Carry out animation in graphics.

(B) Video Editor
- Capture, curate, and edit videos and other short form content from raw footages.
- Review, assemble, trim, re-work, and digitally splice videos & recorded footage segments to combine the sequences for a finished product.
- Input effects, graphics, animation, dialogues, music, and sound effects into the videos & video clips for visual appeal.
- Carry out improvement and correction – lighting, colouring, faulty footage.

Skills Set

- Demonstrable skills in Adobe Creative Suite - Photoshop, Illustrator, InDesign, and Premiere Pro.
- Demonstrable skills with digital technology and editing software packages – Avid Media Composer, Lightworks, Premier, After Effects and Final Cut.
- Applied knowledge in principles of design and familiarity with special effects, 3D, and compositing.
- A keen eye for aesthetics and design.
- Experience in graphic designing & videos for disaster management, climate change, environment is preferable.
- Skills in CorelDraw is an asset.
- Be able to ideate and innovate.

Key Competencies

1) Technical and Analytical Skill
   a. Meticulous
   b. Timeliness
   c. Analytical & Problem Solving

2) Delivering Results
   a. Dependability
   b. Managing people & process
   c. Innovation & Resourcefulness

3) Engaging & Partnering (Interpersonal / Teamwork)
   a. Stakeholder Management
   b. Working Collaboratively
   c. Appreciate and encourage different culture context

4) Leadership
   a. Ability to see Big Picture
   b. Decision Making
   c. Inspires motivates & empowers others
   d. Team Management

5) Communication
   a. Willingness to listen and express dissenting views.
   b. Ability to clearly convey ideas and information.

Qualifications and experience:

- Post-Graduate qualification in relevant to the profile requirement with minimum 7 years of experience in graphic design and video production or editing.

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/.

- **Your application should include Cover letter and an online link to your complete portfolio (Minimum 10 pieces of artwork and 2 videos).**
- **Submissions received without cover letter and online links will not be considered.**

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.

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