

## Job Description

### Analyst – Media & Communications

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	26 April 2024
Location	New Delhi, India
Grade	Analyst – Media & Communications
Salary and benefits	Salary and benefits 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	Media, Communications, Journalism, Public Relations, International relations
Closing date	12 May 2024

#### **About CDRI:**

The Coalition for Disaster Resilient Infrastructure (CDRI) is a partnership of national governments, UN agencies and programs, 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.

#### **Vision**

"CDRI seeks to rapidly expand the development and retrofit of resilient infrastructure to respond to the SDG of expanding universal access to basic services, enabling prosperity and decent work."

#### **Mission**

"To support countries to upgrade their systems to ensure disaster and climate resilience of existing and future infrastructure."

#### **CDRI Head Quarter (Secretariat)**

The CDRI headquarters is established in New Delhi, India, to act as the Secretariat of CDRI. The Secretariat functions under the direction of the International Governing Council and implements the programs of CDRI.

#### **About the position**

CDRI seeks an experienced professional for the role of Analyst - Media & Communications functions of the Coalition.

The **Analyst - Media & Communications** provides support to the CDRI Media & Communications team across Internal and External Communications and at events on the following deliverables, but not limited to:

**(A) Internal Communications and Team Support (35%)**

- Develop and implement an internal communications plan that ensures open, clear, and timely channels of information flow within the organization, utilizing creative approaches to engage colleagues.
- Assist the Lead - Media and Communications with procurement, admin, and finance functions.

**(B) Communications & Press Support (35%)**

- Support the Senior Specialist- Communications in the timely creation, production, and publication of communication assets, as well as maintenance of CDRI's Media & Communications vendor database.
- Support the Senior Specialist - Media and Press with social media and press engagement.
- Manage dissemination and analytics of mailings and newsletters to external stakeholders.

**(C) Event Support (30%)**

- Set up and manage online event platforms such as Zoom, Webex, YouTube etc.
- Support with the selection and onboarding of an event management company and lead collaboration with the event management company on technical support for in-person events.

**Skills**

- Experience in Media and Communication strategies, relevant graphic design knowledge, and writing.
- Excellent writing and editorial skills in English. The ability to present information and concepts clearly, both verbally and on paper.
- Excellent communication, networking, and interpersonal skills.
- Excellent relationship and stakeholder management.
- Proven ability to work effectively in multi-disciplinary and multi-cultural teams. Capacity to work with diverse partners, including governments, academicians, think tanks, and other stakeholders.
- Experience working in international organizations.
- Experience promoting and delivering events in person and online.
- Analytical and strategic planning skills and the ability to handle multiple priorities.
- Past track record of working independently, delivering timely and quality products, and

- Computer proficiency, especially related to professional office software packages (Microsoft Office), Adobe package, Canva, etc.

## **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. Able 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. Is able to clearly convey ideas and information.

## **Qualifications and Experience:**

- Bachelor's degree in Media, Communication, Journalism, Public Relations, or any other field relevant to the profile requirement or related fields is preferred with six years of experience.
- Master's degree in Communication, Journalism, Public Relations, or any other field relevant to the profile requirement with four years of experience.

## **Reporting Line:**

The Analyst - Media & Communications would report to the Lead Specialist - Media & Communications.

## **Language Proficiency:**

- Fluency in English.
- Knowledge of any of the 6 UN official languages 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.

\*\*\*