

Assistant Manager-Human Resources

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	26 July 2024
Location	New Delhi, India
Grade	Assistant Manager
Contract	Initial 3 years of fixed term contract, the contract may be extended for another 3 years
Occupational groups	Human Resource Generalist, Human Resource Operations
Last date of application	4 August 2024

CDRI is looking for a dynamic, analytical, and meticulous colleague to support the HR functions of the CDRI Secretariat. The incumbent will demonstrate proficiency in HR processes with the ability to deliver, promote, and support a positive and inclusive team environment.

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 CDRI programs.

Impact (that CDRI aims to achieve)

By 2050, over US\$10 trillion of new and existing infrastructure investments and services are resilient to natural hazards and climate change through enhanced capacity, informed policy, planning, and management, leading to improved quality of environment, livelihood, and life of over 3 billion people.

CDRI Mandate & Value Proposition

CDRI has been envisioned and established as a global network to advance the agenda, support

coordinated action among stakeholders, and focus on bringing voices from vulnerable geographies and populations to international policy forums. Internationally agreed-upon goals in the SDFRR, the SDGs, and the Paris Climate Agreement provide the foundational framework that guides the Coalition's vision and mission.

As a global partnership, the Coalition aims to ensure that the investments of its members and partners are aligned and well-coordinated in support of the shared ambition of disaster and climate resilience of new and existing infrastructure. The two unique yet interconnected roles that CDRI shoulders in this direction are:

- **A Strong Coalition Driving Collaborative DRI Action:** In 2024, CDRI stands as a partnership of 39 national governments and seven international organizations. The Coalition enjoys robust political support, which propels its efforts to advance the interests of its members and partners.
- **A Solution-Focused Centre of Excellence for DRI:** As a Centre of Excellence for DRI, the Coalition strengthens the individual and collective capacities of its members and partners by aggregating and sharing knowledge, brokering need-based partnerships, and strengthening capacities through collaborative learning and action.

Strategic Work Plan 2023-2026

CDRI's Strategic Work Plan 2023-26 describes the broad contours of its priority actions and planned initiatives in the next four years. The Strategic Work Plan sets out a clear direction for the Coalition to pursue a transformational agenda for DRI in response to a changing risk landscape and evolving on-ground realities of its members. In the next four years, the Coalition will continue to leverage the expertise of its Member Countries and partners to develop context-specific, innovative solutions for resilient infrastructure towards the achievement of national priorities and global commitments of its members.

With the Strategic Work Plan for 2023 – 2026, CDRI has set out the following strategic outcomes.

Strategic Outcome 1: A strong Coalition that has the membership, resources, and global leadership to drive global, national, regional, and local DRI action.

Strategic Outcome 2: Global DRI research, Coalition-led peer engagement, and CDRI-curated and generated knowledge promote risk-informed policy and practice.

Strategic Outcome 3: Enhanced capacities of government, private enterprises, and communities to implement post-disaster recovery and DRI action at scale.

CDRI Headquarter (Secretariat)

The CDRI Headquarter is established in New Delhi, India, to act as the Secretariat of the Coalition. The Secretariat functions under the direction of the International Governing Council and Executive Committee to implement the programmes of CDRI.

Objective of this position:

The Assistant Manager – Human Resources will be responsible for the entire life cycle management of employees from Talent Acquisition to exit.

Role and Responsibilities:

- **Talent Acquisition process:** The incumbent will ensure the adherence to successful channels for attracting, assessing, and selecting the best fit most efficiently.
 - a. Posting job advertisements on various job portals.
 - b. Initial screening of applications as the Job Description.
 - c. Written tests, panel review presentations, and selection interviews facilitation through virtual/In-Person interactions and document the process with Minutes of Meetings.
 - d. Process adherence and coordination with the respective committee at every step.
 - e. Recruitment tracker management.
 - f. completion of pre-joining formalities in coordination with IT and Administration and joining documentation.

- **HR Information System (HRIS):** Maintain audit-ready HR documentation and contracts. Update and maintain the HR master database and process trackers regularly. Generate MIS reports as required.

- **Payroll Management:** Monthly payroll processing and ensuring compliance with all statutory requirements.

- **Record Management:** Maintains the integrity and confidentiality of human resource files and records. Performs periodic audits of HR files and records to collect and file all required documents appropriately. In charge of other regular and/or ad-hoc HR operational tasks, i.e., filing, preparing, and maintaining contracts (employee and consultant) and other HR documents/files to meet internal and audit requirements. Handles contracts' extension and renewal promptly. Preparation of Offer letter, Appointment Letter, Confirmation Letter, and Appraisal Letter.

- **Exit Management:** Ensure a smooth and cordial full and final process for staff, organizing farewell meets and the issue of relieving letters, Experience Letters, etc.

- **Staff Care & Well-Being:** Organize and facilitate employee engagement activities, such as team-building events, Annual retreat, employee felicitations, and recognition programs. Also look after the employee Medical Insurance, Term Insurance, and Accident Insurance endorsements and claims.

- Participate in team meetings and activities relating to human resources and own work area; take responsibility for personal learning and development and for setting achievable and meaningful work objectives and, managing personal targets, meeting obligations of the deadlines.

- **E-Office:** To ensure E-office HR files are initiated on time and to track the movement of the files.

- Undertake other HR responsibilities as assigned by Senior Manager People & Talent & Director - Operations from time to time.

Competencies:

Essential:

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

Desirable:

- Experience working in an international organization.
- Deep knowledge of the principles of human resources management.
- Fostering a culture of innovation and collaborative success
- Proficiency in MS Office, excel skills, and numerical abilities.
- Ability to work under pressure with multiple tasks, demands, and deadlines with a positive and constructive attitude.
- Proficiency in verbal and written communication in English, Strong negotiation and communication skills.

Qualifications:

Educational Criteria:

Post Graduate degree in Human Resources.

Experience Criteria:

Minimum 5 years of professional experience in HR, preferably with an INGO.

Reporting Line:

The incumbent shall report to the Senior Manager-People & Talent.

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.
