

Director - Programmes & Technical Studies

AUGUST 2024



About CDRI

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.

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.





The Role

ROLE

Director - Programmes & Technical Studies

LOCATION

New Delhi, India

CONTRACT

Full-Time with a Fixed Term Contract of 3 years, renewable for another 3 years

OPEN TO

All nationals

REPORTS TO

Senior Director – Programme Management and Technical Support of CDRI

TRAVEL

Ability and willingness to travel domestically and internationally up to 20-30 per cent of the time

Job Summary

CDRI SEEKS AN EXPERIENCED PROFESSIONAL FOR THE ROLE OF DIRECTOR – PROGRAMMES & TECHNICAL STUDIES TO LEAD THE PROGRAMMES AND TECHNICAL STUDIES AT THE COALITION.

The candidate will have an in-depth understanding of disaster resilience of infrastructure and climate finance/ disaster risk finance and can demonstrate leadership in programme development and implementation.

The position is also responsible for providing overall strategic leadership and managing project design and implementation of the Programme Management Unit (PMU) to maximize impact and achieve Programme objectives.

Reporting to the Senior Director – Programme Management and Technical Support CDRI, the incumbent will lead and ensure the effective accomplishment of activities under the Strategic Priority 3 of the Strategic Work Plan 2023-2026, while also providing leadership to other strategic priorities as appropriate.



Responsibilities

STRATEGIC PLANNING

- Lead programme planning across national, regional, and global initiatives on Disaster Resilient Infrastructure (DRI) within CDRI member countries, ensuring strategic coverage and engagement with coalition partners.
- Actively contribute to the development of CDRI's ongoing strategy and long-term programmes, advancing strategic priorities through targeted interventions.
- Guide the Division to provide substantive support for addressing member country priorities, and leverage collaboration with CDRI members, partner organizations, and international agencies on joint projects and initiatives.

ADAPTATION (AND DISASTER RISK) FINANCE

- Support the Director General in engaging with key stakeholders in the realm of climate/ disaster finance and resilient infrastructure and identifying specific cooperation opportunities including joint programmes that address resilient infrastructure financing needs of member countries.
- Provide strategic direction to CDRI on identifying, capitalising and influencing Climate Adaptation Finance (and disaster risk finance) opportunities for enhancing resilience of infrastructure.
- Lead development of an Adaptation Finance Strategy for Resilient Infrastructure, that positions the Coalition uniquely in the realm of adaptation finance, while bridging the gaps in existing DRF

- landscape and promoting synergy with key actors, including the MDBs.
- Contribute to the development and implementation of technical assistance initiatives that create an enabling environment for integrating resilience and adaptation considerations into infrastructure projects and enhance project bankability and economic viability for investors.

PROGRAMME DESIGN AND SUPERVISION

- Design and formulate DRI programmes and projects to translate CDRI priorities into specific interventions.
- Participate actively in formulating new projects and programmes, designing robust, results-based resource frameworks with clear programme outcomes, output

- targets, and SMART indicators.
- Ensure effective programme supervision, focusing on quality control throughout the programme cycle to deliver high-quality outputs and achieve anticipated results within set timeframes.
- Identify and manage programme risks, assisting project teams in proactively addressing issues and resolving problems in a timely manner.
- Guide staff in monitoring and analyzing the programme environment, facilitating course corrections by realigning targets, indicators, monitoring tools, and reporting in response to contextual changes.
- Ensure that project activities are well-designed, completed as planned, within budget, and with financial accountability.
- Supervise staff to coordinate programme implementation effectively with partners and governments.



PROGRAMME MANAGEMENT UNIT OVERSIGHT

- Contribute to the design of programme management unit architecture and oversee its operation to support coordinated and effective project implementation across all regions
- Provide strategic and operational leadership of the PMU for smooth implementation of programmes-encompassing all aspects such as operations, financial management, monitoring, and reporting by:
 - guiding projects and programmes in developing and implementing results frameworks, quarterly and annual workplans and budgets, maintenance and updating register of risks, issues, developing, implementing, and managing monitoring and evaluation plans/systems for projects in consultation with programme teams and partners, documentation of lessons learned and impacts
 - Ensure the formulation and timely submission of high-quality narrative reports and deliverables to the donors,

the government, and stakeholders. Support programmes and projects in setting up and implementing peer-review/appraisal mechanisms for quality outputs.

TECHNICAL STUDIES

- Building on sound understanding of global and regional agreements and commitments, such as the Sendai Framework for DRR, Sustainable Development Goals, and G20 communiqués, that influence global and regional actions related to DRI, oversee design and implementation of technical studies/ knowledge projects on DRI
- Oversee prioritization and allocation of resources for technical support to address DRI needs and demands from members of the Coalition
- Identify opportunities for engagement and mobilise collaboration with members/ partners and technical experts from the Coalition on undertaking and scaling up technical studies/ knowledge projects

COLLABORATION FOR QUALITY & EFFECTIVENESS

- Engage closely with the Research and Knowledge Management team to develop comprehensive work plans integrating research findings and knowledge management principles to enhance programme implementation.
- Identify best practices and case studies on DRI, contributing to knowledge management and documenting lessons learned from implemented programmes.
- Liaise with the Advocacy and Communications team to effectively disseminate results and promote the visibility of the Coalition and funding partners.
- Work with the Monitoring and Evaluation team to enhance project effectiveness through sound project design, planning, and implementation.
- Represent CDRI externally, leveraging opportunities to scale up successful models and approaches and strengthen partnerships.

Candidate profile

EDUCATIONAL CRITERIA

- Post-graduate qualifications in engineering, planning, architecture, environmental sciences, climate change, applied sciences, finance, business administration, climate finance, or a related field is required.
- A doctorate / PhD degree in a field relevant to the profile's technical requirements would be desirable.

EXPERIENCE CRITERIA

- A minimum of fifteen (15) years of relevant experience for a Director position in programme or project management related to disaster risk reduction, sustainable development, resilient infrastructure, environment, or related areas is required.
- Experience working on climate finance/ disaster risk finance for at least 7 years with a focus on resilience/ adaptation instruments and cross-sectoral issues (e.g., energy & finance, Health & finance, transportation & finance, cities & finance) globally and especially in low and middle-income countries or SIDS is desirable.
- Experience in senior management positions, including resource mobilization and partnership building, is required.

- Experience in leadership positions, including leading complex programmes and interacting with and establishing productive cooperation with a diverse number of partners comprising Governments, the UN, multilateral systems, the private sector, science, and civil society, is required. Globally recognized certification in Project Management, e.g., PMP/ PRINCE2, is desirable.
- Experience overseeing office management in large international organizations is desirable.
- Experience working in an infrastructure consultancy or advisory with strategy and organizational leadership expertise is desirable.
- Experience representing organizations at high-level international conferences and events is desirable.
- Experience advocating for the core mandate of organizations with a wide range of partners is desirable.

LANGUAGE PROFICIENCY

- Fluency in oral and written English is required.
- Knowledge of any of the UN's official languages is desirable.



For candidates demonstrating considerable international experience, an international salary and benefits package will be offered.

Candidates will have to demonstrate considerable experience in at least 5 countries across two UN geographic regions (from Africa, Asia, Europe, Latin America and the Caribbean, Northern America, and Oceania) to meet the criteria for international staff.



How to Apply

ALL CORRESPONDENCE, AT THIS STAGE, SHOULD BE VIA OXFORD HR.

To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-082024-CDRI or Pat-Jones-CoverLetter-082024- CDRI.

TIMELINE

Closing Date	3rd October 2024
First stage interviews	TBC
Final interviews	TBC

SELECTION PROCESS

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

EQUALITY STATEMENT

Equality and diversity are at the core of CDRI values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

QUERIES

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at knagarajah@oxfordhr.com in the first instance.

About Oxford HR

EXCEPTIONAL LEADERS CAN INSPIRE CHANGE AND PROPEL PURPOSE-LED ORGANISATIONS TOWARDS REACHING THEIR WORLD-CHANGING GOALS.

Finding such leaders can be a challenge; and yet their transition into leadership is vital to an organisations mission and success. Oxford HR is a global leadership consultancy dedicated to searching for and supporting remarkable leaders and teams in purpose-led organisations.

We understand the nuances of purpose-led leadership because we've worked in organisations across the breadth of the sector ourselves. We've also worked with such organisations since 1995; so we appreciate just what benefits impactful people can bring.





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