

Lead Specialist – Procurement

NOVEMBER 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.

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.

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 40 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 International Secretariat of the Coalition. The Secretariat functions under the direction of the Governing Council and Executive Committee to implement the programmes of CDRI.





The Role

ROLE

Lead Specialist - Procurement

LOCATION

New Delhi, India

GRADE

Lead Specialist

CONTRACT

Fixed Term Contract (3 years), extendable to another 3 years, Full-Time, International hire

OCCUPATIONAL GROUPS

International Procurement Strategy & Planning, Global Vendor & Contract Management, Quality Control, Procurement Automation & Technology Integration, International Procurement Risk Management

About the Position

The Lead Specialist - Procurement is responsible for managing and optimizing CDRI's global procurement strategies. This position involves overseeing international and national procurement processes, cultivating global supplier relationships, negotiating complex contracts, and ensuring compliance with international procurement standards. The Lead Specialist will drive procurement excellence across diverse global markets, integrating advanced technology solutions and risk management strategies to enhance

efficiency and cost-effectiveness in procurement operations by ensuring quality & timeliness.

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.

Key Responsibilities

GLOBAL PROCUREMENT STRATEGY & PLANNING

- **Global Procurement Strategy:** Develop and implement a comprehensive Global procurement strategy aligned with CDRI's global objectives, focusing on efficiency, cost-effectiveness, and compliance with international regulations.
- **Annual Procurement Plan:** Lead the development of CDRI's global Annual Procurement Plan, encompassing all global procurement requirements to ensure streamlined processes and transparent operations.
- **Sourcing Strategy:** Formulate and execute sourcing strategies for global markets, addressing regional variations, market dynamics, and logistical considerations to optimize procurement outcomes.
- **Cross-functional collaboration:** Work closely with cross-functional project teams to develop innovative procurement strategies aligned with project goals, timelines, and budgetary constraints.
- **Team Guidance:** Provide strategic guidance and mentorship to the procurement team, fostering a collaborative environment and promoting continuous learning to effectively execute procurement plans.

VENDOR & CONTRACT MANAGEMENT

- **Strategic Partnerships:** Establish and nurture strategic partnerships with a global network of suppliers, vendors, and service providers, ensuring strong relationships.
- **Complex Contract Negotiations:** Lead negotiations for high-value and complex contracts, utilizing market insights,

regional benchmarks, and legal expertise to secure favourable terms and conditions.

- **Legal Compliance:** Collaborate with legal teams to ensure contracts meet global compliance standards, mitigating risks and ensuring adherence to local regulations and international trade laws.
- **Supplier Performance Management:** Drive global supplier performance management initiatives to monitor, evaluate, and enhance supplier performance across diverse regions.

PROCUREMENT AUTOMATION & TECHNOLOGY INTEGRATION

- **Automation Implementation:** Oversee the deployment of procurement automation solutions, aiming to streamline processes, reduce manual intervention, and enhance global efficiency.
- **Technology Solutions:** Leverage advanced technology solutions, such as global e-procurement platforms, international contract management systems, and data analytics tools, to drive global procurement performance.
- **System Integration:** Manage the deployment and integration of Global procurement systems, ensuring alignment with organizational requirements and user adoption.

GLOBAL PROCUREMENT RISK MANAGEMENT

- **Risk Identification & Mitigation:** Proactively identify and assess procurement risks, conduct comprehensive risk assessments to identify potential threats and vulnerabilities within the procurement process, developing risk registers and

mitigation/contingency plans to minimize risks.

- **Continuous Improvement:** Champion continuous improvement initiatives by evaluating and refining Global procurement processes and workflows to enhance global efficiency and effectiveness.
- **Global Quality Assurance:** Implement robust quality assurance mechanisms and performance metrics to evaluate international procurement processes and outcomes, ensuring consistency and excellence across global operations.
- **Timely Delivery:** Manage procurement team operations to ensure adherence to global deadlines and delivery schedules, maintaining high standards of quality and efficiency.
- **Fraud & Integrity:** Establish and enforce mechanisms to detect and address procurement-related fraud, corruption, and unethical conduct ensuring the integrity and credibility of CDRI's procurement practices.

POLICY COMPLIANCE & GLOBAL STANDARDS

- **Global Policy Adherence:** Ensure procurement activities comply with CDRI's global policies, international norms, and local regulations, implementing improvements and corrective actions as necessary.
- **Industry Engagement:** Stay abreast of international procurement best practices and trends, actively participating in global forums and communities of practice to share insights and innovative approaches.
- **Culture of Excellence:** Promote a culture of quality and attention to detail, adhering to standardized procedures and best practices in procurement operations.

Key Responsibilities

CAPACITY BUILDING AND KNOWLEDGE SHARING

- **Training and capacity building:** Design and deliver comprehensive training sessions and workshops to CDRI staff including project teams, partners, and stakeholders on procurement policies, procedures, and ethical standards by collaborating with international development agencies, academic institutions, and industry partners to promote knowledge exchange and best practices.
- **Mentorship:** Provide mentorship and guidance to the procurement team, empowering them to navigate complex procurement challenges with confidence and competence. Set clear performance objectives and expectations for team members, providing regular feedback, coaching, and professional development opportunities.
- **Community Engagement:** Actively participate in procurement & supply chain communities of practice, forums, and working groups focused on procurement excellence, sharing insights, lessons learned, and innovative approaches to procurement management.





Candidate Profile

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. 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

- Advanced degree (master's or equivalent) in Business Administration, International Business, Supply Chain Management, Finance, or a related field.
- Professional certifications in procurement & supply chain (CIPS or CPSM) are highly desirable.

EXPERIENCE

- 10 years of experience in international procurement or supply chain management, with substantial experience in global sourcing, contract management, and vendor relations.
- Expertise in complex international contract negotiations and compliance with global regulations.
- Experienced in leading a team of procurement professionals, preferably in an International Organisation.
- Ability to mitigate procurement risk, Advanced analytical and problem-solving skills.
- Proficiency with global procurement software and ERP systems.
- Strong leadership, communication, and cross-cultural negotiation skills.
- Ability to navigate and manage multiple high-priority international projects simultaneously.

LANGUAGE REQUIREMENTS

- Fluency in oral and written English is required.
- Proficiency in International (UN) languages other than English will be desirable.

REPORTING LINE

The incumbent shall report to the Director Operations.



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-Documents Name-Date (mmyy) e.g., Pat-Jones-CV-112024-CDRI or Pat-Jones-CoverLetter-112024-CDRI.

TIMELINE

Closing Date	11th December 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. 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.

EQUALITY STATEMENT

CDRI is committed to achieving workforce diversity in gender, nationality, and culture. Individuals with disabilities are equally encouraged to apply. CDRI promotes equal employment opportunities at all stages of recruitment. CDRI does not discriminate against any candidate on any grounds, including age, gender, ethnicity, nationality, religion, or disability.

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

OXFORD HR IS A B CORP CERTIFIED LEADERSHIP CONSULTANCY.

Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success. We work across the globe to search for a support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions. Learn more at: oxfordhr.com





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