

Job Description

Specialist – Partnerships

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	29 May 2025
Location	New Delhi, India
Grade and No. of position	Specialist (1)
Salary and Benefits	Competitive
Contract	Fixed Term Contract (3 years), extendable for up to another 3 years, Full-Time, National /International Hire.
Applications Closing date	Applications will be reviewed on a rolling basis, with priority given to early submissions during the shortlisting and selection process. The position will remain open until it is filled.

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.

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 SFDRR, 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 2025, CDRI stands as a partnership of 46 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 Headquarters (Secretariat)

The CDRI headquarters 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 the Executive Committee to implement the programmes of CDRI.

Position

The position is open to candidates of all nationalities.

All nationals demonstrating 10 years of international work experience in at least 5 countries across 2 UN geographic regions (from Africa, Asia, Europe, Latin America and the Caribbean, North America, and Oceania) would be considered for international positions (International hire).

Objective of the position:

Key Roles and Responsibilities:

- Conduct prospect research, mapping opportunities, and relationship management for building partnerships and engagement with members, including global experts in Disaster Risk Reduction (DRR), Climate change, Infrastructure, and resilience.
- Prepare and maintain systematic documentation of the ongoing engagements with members and partners, keep track of updates, meeting records, etc., including governance and resource mobilization-related activities.
- Maintaining and regularly updating the database and reports relevant to the partnerships function.
- Coordinating with internal functions of the organization to collate information, pitch decks, reports, update documents, and information packets.
- Initiate contacts with prospects to qualify, nurture relationships, and provide support in scheduling meetings for senior management.
- Support in developing and implementing engagement strategy for CDRI with relevant stakeholders.
- Update and manage the Digital CRM System.
- Assist with other duties as may be assigned.

Skills

- Proven ability to work effectively in multi-disciplinary and multi-cultural teams.
- Experience developing concept notes, researching, developing country contexts and writing using various tools and methodologies.
- Develop and maintain detailed documentation, reports, manuals, circulars & minutes.
- Excellent written and editorial skills in English and ability to present information and concepts clearly, both verbally and on paper.
- Analytical skills and ability to draw inputs from multiple disciplines synthesize them to provide executive insights.
- Strategic planning skills and the ability to handle multiple priorities.
- Past track record of working independently and delivering timely and quality products.
- Computer proficiency, especially in professional office software packages (Microsoft Office suite).
- Excellent communication, networking, and interpersonal skills.
- Experience working in an international organization and with a diverse number of partners comprising Governments, the UN, multi-lateral systems, industry, financial institutions, knowledge and research institutions in multi country locations.
- Experience of engaging with senior government Officials such as bureaucrats, diplomats and leaders of International Organizations.
- Familiarity with international frameworks like the SDGs, the Sendai Framework for Disaster Risk Reduction (SFDRR), and the Paris Agreement.

Qualifications:

- Master's degree in international relations, public relations, international cooperation for development, communication, social science, journalism, political science, management, or related fields. Candidates with international education are desirable.

Experience:

- 5-8 years of experience in partnerships/proposal development / Policy. Having experience in the field of Climate and Disaster will be advantageous.
- Experience working in an international organization and with a diverse number of partners comprising Governments, the UN, multi-lateral systems, industry, financial institutions, and knowledge and research institutions in multi-country locations.

Reporting Line:

- The incumbent will report to the Lead Specialist or the appropriate role per the approved organizational structure.

Language Requirements:

- Fluency in English, both oral and written.
- Knowledge of any of the UN's 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: <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.
