

Short Term Consultant (STC) for the drafting of Policies

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| Organization | Coalition for Disaster Resilient Infrastructure (CDRI) |
| Posting Date | 16 June 2023 |
| End date of application | 26 June 2023 |
| Location | New Delhi, CDRI Secretariat |
| Grade | Short-term Consultant (STC) |
| Salary and benefits | Rs 80,500 - 1,15,000 per month (Consolidated), taxes applicable (Remuneration will be commensurate with experience and qualifications) |
| Contract | Fixed short-term contract for 3-4 months, Full-Time, National Hire |
| Expected joining | Immediate |

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."

The Government of India has established a Society in New Delhi to act as the Secretariat of CDRI. The Secretariat functions under the direction of the International Governing Council and implements the programs of CDRI. **This position is being advertised for Short Term Consultant (STC) for Fixed Term Contract of 3-4 months.**

Objective of this position:

Cabinet has approved the Categorization of the Coalition for Disaster Resilient Infrastructure (CDRI) as an 'International Organization' and the signing of the Headquarters Agreement (HQA) with CDRI for granting it the exemptions, immunities, and privileges as contemplated under the United Nations (Privileges & Immunities) Act, 1947.

In view of the transition of Coalition for Disaster Resilient Infrastructure as an International Organization, CDRI seeks the services of a consultant to work under the direct supervision of the Director-Operations and support in drafting policies related to the entire Operations vertical.

Role and Responsibilities:

The Short-term consultant will support activities, including but not limited to:

- To review existing Administration, Procurement, and Finance Policies, identify gaps, and benchmark with at least 3-4 International organizations (including UN organizations) provided by CDRI.
- Based on the review, propose, and develop comprehensive Administration, Procurement, and Finance, and Standard Operating Procedures.
- Conduct research through various methods and present findings and best practice recommendations of International standards.
- Ensure the policies and procedures are aligned to create efficiency and compliance.
- Prepare a draft policies manual, present it to the Director-Operations, and incorporate recommendations.
- To prepare Administration & Logistics, Supply Chain & Procurement, and Finance Handbook/Manual.
- Any other related responsibilities, as assigned by Director Operations.

Competencies:

Essential

- In-depth knowledge of international policies related to Procurement, Administration, and Finance functions, principles, methods, trends, and best practices.
- Proven experience working on drafting policies.
- Knowledge of literature review and research, developing concept notes and proposals, and interpretation of results.
- Up to Date on current employment laws and state regulations.
- Well-organized with strong attention to detail and follow-through, with the ability to prioritize tasks to meet deadlines.
- Ability to work on multiple projects simultaneously.
- Strong networking and project management skills.
- The ability to work under pressure and meet deadlines.
- Suitable computer proficiency is primarily related to professional software packages (Microsoft Office, etc.). Hands-on ability to create "client-ready" reports, presentations, and other documents in PowerPoint, Word, and Excel.

Qualifications:

Education Criteria

Post-graduation in Finance, administration, procurement, or a related field.

Experience & Skills Criteria-

Minimum five years of overall experience at the national or international level in the related field. Strong communications skills, report writing skills, research & analytical skills.

Reporting Line:

The Short-term consultant would report to the Director Operations of CDRI.

Language Requirements:

- Fluency in oral and written English language is required.