

Job Description

Director – Program Management & Technical Support

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| Organization | Coalition for Disaster Resilient Infrastructure (CDRI) |
| Posting Date | 23 June 2023 |
| Location | New Delhi, India |
| Grade | Senior Director or Director depending on experience and qualifications |
| Salary and benefits | Salary will be offered commensurate with experience and qualifications |
| Contract | Fixed Term Contract (3 years), extendable to another 3 years, Full-Time |
| Occupational Groups | Programme and Project Management, Infrastructure Resilience, Disaster Risk Mitigation, Technical Support, Stakeholder Management |
| Last Date of application | 23 August 2023 |

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 2023, CDRI stands as a partnership of 31 national governments, six international organizations and financial institutions, and two private sector 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.

About the Position

CDRI seeks an experienced professional for the role of Senior Director/ Director – Program Management & Technical Support to lead the technical programmes at the Coalition. The candidate will have an indepth understanding of disaster resilience of infrastructure and can demonstrate leadership in (a) programme development and implementation, and (b) technical assistance related to resilience of critical and social infrastructure across multiple country contexts.

Reporting to the Director-General CDRI, the incumbent will head 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.

The position is open to candidates from CDRI member countries and organizations. 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:

1. Provide Thought Partnership to Coalition Leadership

- Be well-versed in global and regional agreements and commitments, such as the Sendai Framework for DRR, Sustainable Development Goals, and G20 communique, that influence global and regional actions related to disaster-resilient infrastructure.

- Provide thought partnership to members of the Governing Council, Executive Committee, and the Director General on these global and regional agreements and commitments.
- Develop regional and global partnerships to support delivering innovative technical support to member countries. This includes building partnerships and support with government departments, global organizations with domain expertise, professional organizations, etc.
- Contribute expertise to drafts of op-eds and other materials in accordance with the Coalition's communications strategy to support the advocacy agenda for the Coalition.

2. Lead the Technical Support Functions at the Coalition

- In partnership with Coalition members, prepare and lead the organization's technical support strategies aimed at promoting action on disaster-resilient infrastructure.
- Lead and oversee the development and implementation of the Infrastructure Resilience Accelerator Fund (IRAF) Multi Partner Trust Fund programme portfolio and funding windows in line with approved programmatic priorities set by the Trust Fund Management Committee.
- Lead key initiatives such as IRIS, as well as sectoral studies related to critical and social infrastructure, and disaster risk financing, that aim to to promote risk-informed policy and practice in member countries.
- In partnership with Coalition members, develop programmes to scale up current initiatives, and develop new programmes aimed and strengthening resilient infrastructure across member countries.
- Work with other Directors to build a robust capacity building programme on DRI, including sourcing case studies on innovations and best practices from members, and delivering programmes for leaders and infrastructure professionals in member countries.
- Prepare a roster of experts across different domains related to DRI who can participate in CDRI's programme development and implementation.
- Represent the Coalition as a domain expert at global, regional, and local platforms focused on DRI.

3. Be Part of the Leadership Team at the Secretariat

- Be part of the senior leadership team along with other Senior Directors and Directors, under the guidance of the Director General, to manage the operations of the Secretariat.

- Engage in organization-building activities, providing leadership as needed, to support the Coalition's transition to an international organization.
- Develop and implement programme management systems that support the functioning of the coalition as an international organization.
- Develop training initiatives to build internal staff capacity to deliver technical programmes effectively, to high standards, and in a timely manner.

4. Manage Technical Support Teams at the Secretariat

- Direct and oversee all activities related to stakeholder management, administration, planning, and programme support within the Technical Support team.
- Lead formulation and coordinated implementation of the substantive work programme of CDRI's Technical Support team, determining priorities and allocating resources, including human resources, for the timely completion and delivery of outputs.
- Oversee the programmatic/administrative tasks necessary for the functioning of the team, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, preparation of inputs for results-based budgeting, evaluation of staff performance, interviews of candidates for job openings and evaluation of candidates.
- Manage the work of external consultants and institutions engaged by the Coalition to support technical assistance functions, including procurement, quality control, timely deliverables, and close-out of contracts.
- Work with other teams within the Secretariat and coalition partners on the monitoring and evaluation of CDRI's key initiatives including IRAF funded programmes and projects.
- Perform other reasonable duties as decided by the Director General, CDRI.

Key Competencies (refer to Annexure 1 for the detailed definitions)

- 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:

Education Criteria -

- Post-Graduate qualification in engineering, planning, architecture, environmental sciences, climate change, applied sciences, or a related field are preferred.
- A doctorate / PhD degree in a field relevant to the profile's technical requirements would be desirable.

Experience Criteria –

- A minimum of twenty (20) years of relevant experience for Senior Director position or fifteen (15) years of relevant experience for Director position in programme/project management related to disaster risk reduction, sustainable development, resilient infrastructure, environment, or related areas is required.
- Experience working in infrastructure sectors (such as Power, Telecom, Transport, Water, Health, Urban Infrastructure, etc.) for at least 7 years 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, business, science, and civil society, is required.
- Experience overseeing office management in large international organizations is desirable.
- Experience working in an infrastructure consultancy or advisory with expertise in strategy and organizational leadership 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.

Location:

This position will be based at the CDRI Secretariat in New Delhi, India, as a full-time staff with a Fixed Term Contract of three (3) years, renewable for an additional three (3) years.

Reporting Line:

The Senior Director/ Director – Program Management & Technical Support will report to the Director General of CDRI.

Language Requirements:

- Fluency in oral and written English is required.
- Knowledge of any of the UN official languages will be an asset.

How to Apply:

If you have experience working in a similar capacity, are passionate about sustainable development and want to make an active and lasting contribution to a global initiative, please apply through the online application form on or before the last date.

CDRI will start evaluating the applications after the 30 days of advertisement. The application process will remain open until the position is filled.

Application Process: Online application form will be available at <https://app.cdri.world/career/public/>.

CDRI is committed to achieving workforce diversity in gender, nationality, and culture. Individuals with disabilities are equally encouraged to apply. CDRI's 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.

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.

CDRI Competency Definitions (Annexure 1)

| S.no | Competency | Sub Areas | Definition |
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| 1 | Technical & Analytical Skill (Quality of Work) | Meticulous | The resource is able to conduct comprehensive and accurate research on all subject matters; is able to conduct meaningful consultations with sector experts. The documents and presentations prepared by the resource are of high quality, i.e., cover all key aspects, have a logical flow/structure, aesthetically appealing and error-free. The resource has a high level of accuracy in data analysis and reporting. Additionally, the resource displays high-level accuracy in all other project-related tasks, e.g., assessment planning, training, logistics planning, finance management, review and quality check of the tasks assigned to junior team members. |
| | | Timelines | The resource holds self and others accountable for delivering high-quality results in a timely manner. Determines objectives, sets priorities, and delegates work. Can prioritize tasks and ensures that they are accomplished based on both importance and urgency. |
| | | Analytical & Problem Solving | The resource has a logical approach to solving problems at hand. This involves building a strong understanding of the problem statement/ tasks; using in-depth research and data analysis to effectively consider all relevant parameters/variables in the ecosystem; pre-empt any gaps or counteraction while developing/ designing solutions to the said problem; critically analyze and compare all possible scenarios and take the most effective decision. This should be evaluated in tasks such as developing frameworks for assessment, preparing a concept note or presentation, designing scope of work for new projects, data analysis/ reporting of assessment results, etc. |
| 2 | Delivering Results | Dependability | The resource goes out of their way, of their own accord to ensure that the project deliverables are met. They ensure that the team is aligned to the broader objective of the project. The person does not require follow-up regarding the progress of their deliverables, and you have absolute faith that they will put in their utmost best at all times. Their team, colleagues, members and partners can count on them. |
| | | Managing People & Process | The resource builds and manages the workforce based on organizational goals, budget considerations, and staffing needs. Ensures employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance |

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| | | | problems. Manages a multi-sector workforce and a variety of work situations. |
| | | Innovation & Resourcefulness | In times of fast transition or when the organization needs to adapt quickly due to subpar or declining performance, the employee acts as an innovator or change agent. Has a strong sense of direction, is able to see opportunities clearly, and is at ease with change. Keeps up with significant advancements in his or her specialty and with chances for innovation within the company. Comes up with unique answers to challenging difficulties and looks for creative or unconventional solutions in challenging problem situations. possesses a sound understanding of when to introduce innovations or modifications. The resource displays managerial resourcefulness as he/she can manage one's feelings and emotions, and one's intentions and action orientation. |
| 3 | Engaging & Partnering (Interpersonal/ Teamwork) | Stakeholder Management | The resource has a very balanced communication etiquette with stakeholders of all ranks. The person is punctual in following up with the stakeholders and effectively collaborates with them on various tasks. The person is proactive in managing them by preempting their demands by reaching out to them in advance. The person is able to develop trustful relationships and ensures that the client is always well informed about relevant project details. The resource strategically analyzes situations and takes the most appropriate measures to resolve crises at his/her own level without needing help from others. |
| | | Working Collaboratively | The resource plays a key role in maintaining good culture in the team and takes special effort to ensure bad elements are addressed immediately. Helps teams increase their capabilities, maximize their potential and recognize their options while encouraging departments to work collaboratively for the good of individuals and the organization. Values and respects the contributions of all team members. |
| | | Appreciate & encourage different cultural context | The resource values the diverse backgrounds and characteristics of individuals, and helps employees understand and respond to the culture of other employees. Interacts sensitively with diverse cultures. Employs honest interactions, courtesy, empathy and sensitivity to how communication affects others. Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization. |

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| 4 | Leadership | Able to see Big Picture | The resource takes a long-term view and builds a shared vision with others, acts as a catalyst for organization change. Influences others to translate vision into action. Capitalizes opportunities and manages risks. Is remarkable in his/her ability to evaluate the current state of affairs, to delve into the details, and determine how to overcome problems in order to move ahead. At the same time, can look out into the distance, visualize where the organization needs to go, and lead others towards the goal. |
| | | Decision Making | The resource is able to evaluate all variables and be pragmatic and judicious in setting the vision and roadmap for the project/ tasks. Communicates his/her plan to the team and effectively collaborates with them to execute work to the best of their capabilities. Empowers employees to participate in decision-making They are open to feedback, criticism, and questions from all members of the team (senior and junior) and are willing to discuss and adapt their point of view, in light of new information/ ideas. |
| | | Inspires, motivates, & empowers others | The resource has the ability to convey confidence in employees' ability to be successful, especially at challenging new tasks; delegates significant responsibility and authority; allows employees freedom to decide how they will accomplish their goals and resolve issues. Uses a variety of approaches to energize and inspire others. Inspires others' commitment to their work and organizational excellence. |
| | | Team Management | The resource inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals. Identify employee's strengths and weaknesses, evaluate workloads, and split tasks among team members accordingly. Possesses a high emotional quotient and exceptional empathy. Have the know-how to build relationships, foster communication, and strengthen bonds between teammates. |
| 5 | Communication | Willingness to listen & express dissenting views | The resource interacts sensitively with diverse cultures. Uses his/her insights and perceptions to create greater diversity and multiculturalism and to respond positively to different community and demographic groups. Knows that better ideas come from diverse perspectives, therefore, respects cognitive diversity. Understands the underlying reasons for different behaviors. Model healthy communication with employees and teammates. Employs honest interactions, courtesy, empathy, and sensitivity to how communication affects others. |

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| | | Is able to clearly convey ideas & information | The resource engages effectively with all stakeholders; able to assign tasks and guide their teams & report the workings of team effectively to their senior. Summarizes or paraphrases his/her understanding of what others have said to verify understanding and prevent miscommunication. Ensures that others involved in a project or effort are kept informed about developments and plans. Has the capacity for clear and persuasive communication. |
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