

Job Description

Senior Specialist – Legal, Risk and Compliance

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	14 December 2023
Location	New Delhi, India
Grade	Sr. Specialist - Legal, Risk and Compliance
Salary and benefits	Salary and benefits will be offered commensurate with experience and qualifications.
Contract	Fixed Term Contract (3 years), Full-Time, National Hire,
Occupational groups	Legal Services, Risk Management, Compliances, Policy Development, Contract Drafting & Negotiations,
Closing date	1 January 2024

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.

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."

CDRI Head Quarter (Secretariat)

The CDRI headquarters is established in New Delhi, India, to act as the Secretariat of CDRI. The Secretariat functions under the direction of the International Governing Council and implements the programs of CDRI.

The **Senior Specialist – Legal, Risk, and Compliance** will support the CDRI by providing sound legal services on all aspects of Institutional policy development, governance structure, regulatory compliance, contract negotiation, etc. The Senior Specialist – Legal, Risk, and Compliance will also develop legal and institutional frameworks and strategies to minimize legal risks and ensure compliance with applicable laws and regulations. The successful candidate will work closely with management and other departments to address various legal issues, contracts, and policies.

Responsibilities

LEGAL SERVICES

- Provide legal service on issues arising in the context of the CDRI's governance structure, including drafting and reviewing relevant documents and providing services on applying and interpreting the Head Quarter Agreement.
- Provide legal services on local and international laws and regulations with regards to the Coalition's activities and Secretariat's operations.
- Preparation of papers and reports addressing legal, institutional, or administrative aspects of CDRI activities, including oversight of research and analysis.
- Review any legal issues, complaints, and concerns raised by stakeholders and provide services on how best to address those issues.
- Act as Legal service focal point within CDRI and provide interpretation and guidance on the applicable Legal and Compliance(s) and frameworks.
- Perform extensive legal research and analysis to support preparing legal opinions, drafts, complex legal documents, agreements, memoranda of understanding, draft decisions, reports, and background documents as required.

INSTITUTIONAL POLICIES DEVELOPMENT

- Identify and draft policy, legal, and institutional issues as well as emerging problems concerning the implementation of legal and policy responses and recommend appropriate actions.
- Review and advise CDRI on legal implications of internal/external (where applicable) policies and procedures.

- Assess existing and emerging policy, legal, and institutional issues relating to the CDRI Member countries with a view to providing solutions to them.
- Provide legal support for developing internal regulations, rules and procedures, and associated policies and processes.
- Provide legal services in developing internal regulations, rules and procedures, and associated policies and processes, and review legal issues arising in connection with their implementation.
- Maintains knowledge of existing and developing laws and regulations related to the organization domain; assesses and explains how new requirements may affect the organization regarding risk exposure.

RISK AND COMPLIANCE MANAGEMENT FOR THE INSTITUTION

- Develop Terms of Reference (ToR) of CDRI's Risk Management Committee (RMC), formation of RMC with adequate representation from each function, Conduct periodic RMC meetings, and present to the Senior Management Team.
- Develop & monitor CDRI's Risk Appetite Statement by assessing the required norms, both national and international.
- Assess and analyze risks using the PESTLE method, lead in developing risk registers of each function/project and overall top risks of the organization.
- Develop and monitor risk controls and risk treatment and ensure overall risk rating is at tolerable levels.
- Highlight if any significant and emerging risks to Director Operations and provide mitigation measures.
- Provide periodic training to CDRI staff on risk management processes and systems.
- Formulate a risk and compliance framework to ensure international & national laws & regulations and CDRI's internal policy & procedures are complied with.
- Risk & Compliance checklist for CDRI to ensure Member countries are informed with required information periodically.
- Drafts and delivers reports and presentations outlining findings, identifying and explaining potential risks, and recommending solutions. Drafts and/or evaluates risk disclosures and similar documentation.

CONTRACT DRAFTING, MANAGEMENT & NEGOTIATIONS

- Draft Contract agreements, Non-Disclosure Agreements, Memorandum of Understanding (MoU), bi-lateral, multi-lateral Partnership agreements, and other legal instruments that CDRI will engage with internal and external stakeholders.
- Review of legal agreements with member countries and partners' entities.

- Review, draft, prepare, negotiate, and finalize legal, partnership, co-financing, and funding agreements/documents with partner entities, ensuring these align with CDRI rules.
- Brief CDRI management and operational staff on issues related to contracting, including terms and conditions, contract negotiations, meetings with partners, service providers, vendors, external agencies, etc.
- Review all contracts and any other documentation to which CDRI has committed itself and assess legal implications that need to be brought to the attention of the Director Operations.
- Set the standard(s), review, and ensure adherence to the terms and conditions of all MoUs and agreements, especially concerning procurement and consultancy.

KNOWLEDGE AND DATA MANAGEMENT SYSTEM

- Facilitate knowledge management and retention by maintaining the relevant legal and policy responses database.
- Facilitates capacity building by providing training on legal and contractual matters at all levels.
- Facilitate knowledge management and ensure programs, projects, and activities are informed by the legal framework. As necessary, explain the legal implications of regulations, procedures, and policies to all staff and stakeholders.

OTHERS

- To handle a wide range of legal matters involving issues relating to international law, international administrative law, and international contracts, including interpretation and application of instruments.
- Support for other duties as may be assigned by the Director Operations in the area of work.

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, Experience and Skills:

- Advanced university degree in Law (master's degree or equivalent), preferably with specialization in international law, international environmental law, or climate change, international business law, corporate law etc.
- A minimum of 7 years of experience working as a Legal Advisor, preferably in an International Organization, with relevant experience in environmental law, climate change, and sustainable development-related matters, including a background in legal drafting and development of legal and institutional frameworks for environmental management, is required.
- Sound knowledge and understanding of Indian and International Laws, regulations, and legal processes related to international organization, contracts, intellectual property, and employment matters.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills to effectively interact with various stakeholders, both internal and external.
- High ethical standards and a commitment to maintaining confidentiality and integrity in all legal matters.
- Knowledge of disaster risk reduction, sustainable development, resilient infrastructure, environment, or related areas.
- Ability to independently conduct research and analysis, formulate options, and present conclusions and recommendations.

Reporting Line:

The Senior Specialist – Legal, Risk, and Compliance would report to the Director-Operations.

Language Proficiency:

- Fluency in English.
- Knowledge of any of the 6 UN 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, please apply through the online application form only on or before the last date.

CDRI is committed to achieving workforce diversity in 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.