

Job Description Analyst –Partnerships

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Posting Date	3 April 2024
Location	New Delhi
Grade	Analyst
Salary and Benefits	Salary will be offered commensurate with experience and qualifications
Contract	Fixed Term Contract (3 years), Full-Time, National Hire
Occupational Groups	Partnerships, Public and International Relations
Last Date	14 April 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 CDRI programs.

Objective of the position

CDRI is looking for an experienced professional for the position of Analyst (Partnerships) to work under the supervision of the Lead Specialist on the following deliverables, but not limited to :

- Conduct prospect research, mapping opportunities, and relationship management for building partnerships and engagement with members, including global experts in 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 the relationships, and provide support in scheduling meetings for senior management.
- Support in developing and implementing engagement strategy for CDRI with relevant stakeholders.
- Assist with other duties as assigned.

Skills Set

- Experience in external relations, partnerships, and networking.
- Experience in organizing international conferences, workshops, and events and creating global platforms.
- Experience in research and writing. Excellent written and editorial skills in English and ability to present information and concepts clearly, both verbally and on paper.
- Excellent communication, networking, and interpersonal skills.
- Proven ability to work effectively in multi-disciplinary and multi-cultural teams.
- Capacity to work with diverse partners, including governments, academicians, think tanks, and other stakeholders.
- Analytical and strategic planning skills and the ability to handle multiple priorities.
- Proven ability to draw inputs from multiple disciplines and synthesize them to address specific problems.
- Familiarity with international frameworks like the SDGs, the Sendai Framework on Disaster Risk Reduction (SFDRR), and the Paris Agreement on Climate Change.
- Past track record of working independently and delivering timely and quality products.
- Computer proficiency, especially in professional office software packages (Microsoft Office).
- Experience working with international organizations.
- Experience in advocacy/ partnerships in the field of sustainable development, disaster risk reduction, and climate-related subjects.
- Experience developing concept notes, research proposals, and researching disaster and climate resilience.

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. Ability 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. Ability to clearly convey ideas and information.

Qualifications:

Bachelor's degree or Master's degree in international relations, public relations, international cooperation for development, communication, social science, journalism, political science, or related fields is preferred.

Experience:

Minimum 6 years (for Bachelor) / 4 years (for Master) of relative experience in partnership programs and project-specific experience in Disaster risk reduction will be given additional weightage.

Language Requirements:

- Fluency in English, both oral and written.
- Proficiency in International (UN) languages other than English 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 only on or before the last date: <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.
