

Job Description

Director – Programmes & Technical Studies

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Location	New Delhi, India
Job Posting Date	15 April 2024
Grade	Director
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	30 April 2024

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.

Position

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.

The position is open to candidates from CDRI member countries. 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.

Objective of this position:

CDRI seeks an experienced professional for the role of Director – Programmes & Technical Studies to lead the programmes and technical studies at the Coalition. The candidate will have an in-depth understanding of disaster resilience of infrastructure and climate finance/ disaster risk finance and can demonstrate leadership in program development and implementation.

The position is also responsible for providing overall strategic leadership and managing project design and implementation of the Project Management Unit (PMU) to maximize impact and achieve Program objectives.

Reporting to the Senior Director – Program Management and Technical Support CDRI, the incumbent will lead and ensure the effective accomplishment of activities under Strategic Priority 3 of the Strategic Work Plan 2023-2026, while also providing leadership to other strategic priorities as appropriate.

Key responsibilities of this position are :

1. Strategic Planning:

- Lead program planning across national, regional, and global initiatives on Disaster Resilient Infrastructure (DRI) within CDRI member countries, ensuring strategic coverage and engagement with coalition partners.
- Actively contribute to the development of CDRI's ongoing strategy and long-term programmes, advancing strategic priorities through targeted interventions.
- Guide the Division to provide substantive support for addressing member country priorities, and leverage collaboration with CDRI members, partner organizations, and international agencies on joint projects and initiatives.

2. Adaptation (and Disaster Risk) Finance:

- Support the Director General in engaging with key stakeholders in the realm of climate/ disaster finance and resilient infrastructure and identifying specific cooperation opportunities including joint programmes that address resilient infrastructure financing needs of member countries.
- Provide strategic direction to CDRI on identifying, capitalising and influencing Climate Adaptation Finance (and disaster risk finance) opportunities for enhancing resilience of infrastructure
- Lead development of an Adaptation Finance Strategy for Resilient Infrastructure, that positions the Coalition uniquely in the realm of adaptation finance, while bridging the gaps in existing DRF landscape and promoting synergy with key actors, including the MDBs.
- Contribute to the development and implementation of technical assistance initiatives that create an enabling environment for integrating resilience and

adaptation considerations into infrastructure projects and enhance project bankability and economic viability for investors.

3. Program Design and Supervision:

- Design and formulate DRI programmes and projects to translate CDRI priorities into specific interventions.
- Participate actively in formulating new projects and programmes, designing robust, results-based resource frameworks with clear program outcomes, output targets, and SMART indicators.
- Ensure effective program supervision, focusing on quality control throughout the program cycle to deliver high-quality outputs and achieve anticipated results within set timeframes.
- Identify and manage program risks, assisting project teams in proactively addressing issues and resolving problems in a timely manner.
- Guide staff in monitoring and analyzing the program environment, facilitating course corrections by realigning targets, indicators, monitoring tools, and reporting in response to contextual changes.
- Ensure that project activities are well-designed, completed as planned, within budget, and with financial accountability.
- Supervise staff to coordinate program implementation effectively with partners and governments.

4. Program Management Unit Oversight:

- Contribute to the design of program management unit architecture and oversee its operation to support coordinated and effective project implementation across all regions
- Provide strategic and operational leadership of the PMU for smooth implementation of programmes- encompassing all aspects such as operations, financial management, monitoring, and reporting by:
 - guiding projects and programmes in developing and implementing results frameworks, quarterly and annual workplans and budgets, maintenance and updating register of risks, issues,
 - developing, implementing, and managing monitoring and evaluation plans/systems for projects in consultation with program teams and partners, documentation of lessons learned and impacts
 - Ensure the formulation and timely submission of high-quality narrative reports and deliverables to the donors, the government, and stakeholders. Support programmes and projects in setting up and implementing peer-review/appraisal mechanisms for quality outputs.

5. Technical Studies:

- Building on sound understanding of global and regional agreements and commitments, such as the Sendai Framework for DRR, Sustainable Development Goals, and G20 communiques, that influence global and regional actions related

to DRI, oversee design and implementation of technical studies/ knowledge projects on DRI

- Oversee prioritization and allocation of resources for technical support to address DRI needs and demands from members of the Coalition
- Identify opportunities for engagement and mobilise collaboration with members/ partners and technical experts from the Coalition on undertaking and scaling up technical studies/ knowledge projects

6. Collaboration for Quality and Effectiveness:

- Engage closely with the Research and Knowledge Management team to develop comprehensive work plans integrating research findings and knowledge management principles to enhance program implementation.
- Identify best practices and case studies on DRI, contributing to knowledge management and documenting lessons learned from implemented programmes.
- Liaise with the Advocacy and Communications team to effectively disseminate results and promote the visibility of the Coalition and funding partners.
- Work with the Monitoring and Evaluation team to enhance project effectiveness through sound project design, planning, and implementation.
- Represent CDRI externally, leveraging opportunities to scale up successful models and approaches and strengthen partnerships.

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 cultural 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 qualifications in engineering, planning, architecture, environmental sciences, climate change, applied sciences, finance, business administration, climate finance, or a related field is required.
- A doctorate / PhD degree in a field relevant to the profile's technical requirements would be desirable.

Experience Criteria :

- A minimum of fifteen (15) years of relevant experience for a Director position in program /project management related to disaster risk reduction, sustainable development, resilient infrastructure, environment, or related areas is required.
- Experience working on climate finance/ disaster risk finance for at least 7 years with a focus on resilience/ adaptation instruments and cross-sectoral issues (e.g., energy & finance, Health & finance, transportation & finance, cities & finance) globally and especially in low and middle-income countries or SIDS 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, the private sector, science, and civil society, is required. Globally recognized certification in Project Management, e.g., PMP/ PRINCE2, is desirable.
- Experience overseeing office management in large international organizations is desirable.
- Experience working in an infrastructure consultancy or advisory with strategy and organizational leadership expertise 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.

Reporting Line:

The Director – Program will report to the Senior Director – Program Management and Technical Support of CDRI.

Language Requirements:

- Fluency in oral and written English is required.
- 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, 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 10 days after the 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
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 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.
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.
		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.