

Job Description

Senior Specialist – Legal, Risk and Compliance

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	24 April 2024
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), extendable to another 3 years, Full-Time
Occupational groups	Legal Services, Risk Management, Compliances, Policy Development, Contract Drafting & Negotiations,
Closing date	7 May 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 (detailed in Annexure 1)

- 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 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. 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.

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

			<p>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.</p>
3	Engaging & Partnering (Interpersonal/ Teamwork)	Stakeholder Management	<p>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 pre-empting 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.</p>
		Working Collaboratively	<p>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.</p>
		Appreciate & encourage different cultural context	<p>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.</p>

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.