

## Job Description Analyst –Partnerships

<b>Organization</b>	Coalition for Disaster Resilient Infrastructure (CDRI)
<b>Posting Date</b>	23rd August 2024
<b>Location</b>	New Delhi
<b>Grade</b>	Analyst
<b>Salary and Benefits</b>	Salary will be offered commensurate with experience and qualifications
<b>Contract</b>	Fixed Term Contract (3 years), Full-Time
<b>Occupational Groups</b>	Partnerships, Public and International Relations
<b>Last Date</b>	8 <sup>th</sup> September 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.

### **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 Indian and Foreign Nationals.

### **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 Disaster Risk Reduction (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.
- Update and manage the Digital CRM System.
- Assist with other duties as may be assigned.

### **Skills Set**

- Proven ability to work effectively in multi-disciplinary and multi-cultural teams.
- Experience developing concept notes, researching, developing country contexts and writing using various tools and methodologies.
- Develop and maintain detailed documentation, reports, manuals, circulars & minutes.
- Excellent written and editorial skills in English and ability to present information and concepts clearly, both verbally and on paper.
- Analytical skills and ability to draw inputs from multiple disciplines synthesize them to provide executive insights.
- Strategic planning skills and the ability to handle multiple priorities.
- Past track record of working independently and delivering timely and quality products.
- Computer proficiency, especially in professional office software packages (Microsoft Office suite).
- Excellent communication, networking, and interpersonal skills.
- Experience working in an international organization and with a diverse number of partners comprising Governments, the UN, multi-lateral systems, industry, the financial institutions, knowledge and research institutions in multi country locations.
- Experience of engaging with senior government Officials such as bureaucrats, diplomats and leaders of International Organisations.
- Familiarity with international frameworks like the SDGs, the Sendai Framework on Disaster Risk Reduction (SFDRR), and the Paris Agreement on Climate Change will be an added advantage.

### **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, management or related fields.

**Experience:**

Minimum 6 years (for Bachelor) / 4 years (for Master) of experience in partnerships / proposal development / Policy. Having experience in the field of Climate and Disaster will be advantageous.

**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.