

Job Description

Manager - Events

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Location	New Delhi, India
Grade	Manager
Salary and benefits	Salary and benefits will be offered commensurate with experience and qualifications.
Contract	Fixed Term Contract (3 years), Full-Time
Occupational groups	Corporate Events, Workshops, Seminars, Event Logistics, Event Operations

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 2024, CDRI stands as a partnership of 39 national governments and seven international 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 (International Secretariat)

The CDRI Headquarters is established in New Delhi, India, to act as the International Secretariat of the Coalition. The Secretariat functions under the direction of the Governing Council and Executive Committee to implement the programmes of CDRI.

About the Position

The Manager - Events is responsible for the planning, coordination, and execution of CDRI events, including international conferences, seminars, workshops. This role involves managing all aspects of event operations, from conception through completion, ensuring events are delivered on time, within budget, and to the highest standards. The Manager - Events will work closely with internal teams, external vendors, and stakeholders to create impactful and engaging events that align with the organization's objectives and enhance its reputation.

Key Responsibilities:

1. Event Planning & Strategy:

- **Event Strategy Development:** Develop and implement comprehensive and suitable event strategies that align with CDRI's global objectives, ensuring events drive significant impact and ROI.

- **Budget Management:** Manage event budgets, ensuring all financial aspects are tracked, controlled, and reported. Provide regular budget updates to the user team.
- **Timeline & Milestones:** Update event plans, including timelines, milestones, and key deliverables. Ensure all deadlines are met and milestones are achieved.

2. Event Coordination & Execution:

- **Event Logistics:** Oversee all logistical aspects of event execution, including venue, catering, audio-visual needs, transportation, accommodation, etc.
- **Vendor Management:** Manage relationships with external vendors and suppliers. Ensure service levels are maintained.
- **On-site Management:** Provide on-site leadership during events, managing real-time operations and resolving any issues that arise promptly. Ensure a high level of service and operational excellence.

3. Cross-Functional Collaboration:

Collaborate with internal departments, including Advocacy, Partnerships, DG's office, HR, Programmes, etc, to ensure event goals are met and integrated with broader organizational initiatives.

4. Stakeholder Engagement:

Manage relationships with key stakeholders, including sponsors, partners, and speakers. Ensure their needs and expectations are met and address any concerns.

5. Evaluation & Reporting:

- **Event Evaluation:** Conduct post-event evaluations to assess the success of each event. Gather feedback from attendees, stakeholders, and team members to identify areas for improvement.
- **Reporting:** Prepare and present comprehensive event reports, including budget performance, attendance metrics, and feedback analysis. Use insights to inform future event planning.

6. Compliance & Risk Management:

- **Regulatory Compliance:** Ensure all events comply with relevant regulations, including health and safety, licensing, and accessibility requirements.
- **Risk Management:** Identify potential risks associated with events and develop mitigation strategies. Implement contingency plans to address any unforeseen issues.

7. Innovation & Best Practices:

- **Industry Trends:** Stay abreast of emerging trends and best practices in event management. Integrate innovative approaches and technologies to enhance event experiences and operational efficiency.

- **Continuous Improvement:** Foster a culture of continuous improvement by evaluating current processes, implementing new strategies, and driving innovation within the events team.

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. 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:

Educational Criteria:

- Bachelor's degree in Event Management, Hospitality, Marketing, Business Administration, or a related field.

Experience Criteria:

- 7 years of experience in roles that includes an element of event planning and management, with a proven track record of successfully managing a range of events.
- Strong organizational and management skills, with the ability to manage multiple events simultaneously.

- Excellent communication, negotiation, and interpersonal skills.
- Proficiency in using software and tools to support event management.
- Creative problem-solving abilities and attention to detail.
- Ability to work under multiple priorities and adapt to changing circumstances.

Language Proficiency

- Fluency in oral and written English is required.
- Proficiency in International (UN) languages other than English will be desirable.

Reporting Line:

The incumbent shall report to the Deputy Director – Administration Services.

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.**

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 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.
