

Job Description

Senior Specialist – Media

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	17 January 2025
Location	New Delhi, India
Grade	Senior Specialist
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, National Hire
Closing date	6 February 2025

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."

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 2025, CDRI stands as a partnership of 41 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 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 Head Quarter (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.

About the position

The role involves supporting the development and implementation of a CDRI press strategy for traditional media. Ensure that CDRI publications are meticulously crafted and uphold a high standard of quality. This role is ideal for an experienced media professional.

Key responsibilities of this position are:

(A) Press (45%)

- Develop and implement a press strategy for CDRI, in partnership with CDRI's PR agency.
- Enhance CDRI media relations through targeted outreach and networking with Indian and international media to create awareness about CDRI and our mission.
- Secure press engagements and coverage for CDRI.
- Design and implement a system to track, record, and monitor success of press and media engagement.

(B) Publications (45%)

- Manage the quality assurance system to ensure CDRI publications are high quality and aligned with the relevant target audience.
- Draft clear, compelling, text for CDRI publications, translating complex technical information into language appropriate for the intended audience.
- Proofread and copy edit CDRI draft publications, in line with internal editorial and brand guidelines.

(C) Wider support to the Media and Communications team activities (10%)

- Other activity as tasked by the Lead Media and Communications.

Required Skills

- Proven experience in producing high-quality content in English for print media.
- Deep understanding of both the Indian and international media landscapes.
- Excellent relationship management skills.
- Exceptional oral and written communication, with strong editing capabilities.
- Advanced networking and advocacy skills.
- Ability to process large volumes of information and apply strategic and analytical thinking.
- Skilled in communicating effectively and sensitively across diverse audiences.
- Proficient in managing web-based information systems.
- Solid knowledge of production, graphic design, and photography standards.
- In-depth understanding of social media platforms and experience in social media outreach.

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 and Experience

A minimum of a master's degree in Media, Public Relations, Journalism, International Development, or a related field, with at least 7 years of progressively responsible experience in media at the international level. This includes managing media and communications at global events, preferably with an international organization and/or the private sector.

Reporting Line:

- The Senior Specialist-Media will report to the Lead Specialist- Media & Communications.

Language Proficiency:

- Fluency in English (both oral and written) is required.
- 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 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.