

Job Description

Lead Specialist – Fund Management

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Location	New Delhi, India
Grade and No. of position	Lead Specialist (1)
Salary and Benefits	Competitive
Contract	Fixed Term Contract (3 years), extendable for up to another 3 years, Full-Time, International Hire / National Hire.
Applications Closing date	Applications will be reviewed on a rolling basis, with priority given to early submissions during the shortlisting and selection process. The position will remain open until it is filled.

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.

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 SFDRR, 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 46 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 Headquarters (Secretariat)

The CDRI headquarters 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 the Executive Committee to implement the programmes of CDRI.

Position

The position is open to candidates of all nationalities.

All nationals demonstrating 10 years of international work experience in at least 5 countries across 2 UN geographic regions (from Africa, Asia, Europe, Latin America and the Caribbean, North America, and Oceania) would be considered for international positions (international hire).

Objective of the position:

CDRI set up a multi-donor trust fund, the Infrastructure Resilience Accelerator Fund (IRAF), in November 2022 hosted by the United Nations Multi-Partner Trust Fund Office (UN MPTFO) for a period of five years.

As per the terms of reference (ToR) of IRAF, the Fund will be transitioned to the CDRI Secretariat in 2027. Considering the project cycle under IRAF that lasts for at least two years, a CDRI Trust Fund will be set up and operationalized ahead of the transfer date. The CDRI Secretariat is preparing to transition the IRAF in a

planned and progressive manner with an established fund management unit at the Secretariat.

CDRI seeks an experienced professional to lead the establishment and operationalization of the CDRI Trust Fund to cater to the implementation of different programmes across multiple countries, as well as lead the transition of IRAF from UN MPTFO to the CDRI Secretariat. The person recruited for this position (*Lead Specialist – Fund Management*) will be instrumental in developing necessary policies and processes and undertaking activities for the CDRI Trust Fund in order to deliver the mandate of the CDRI.

Key Roles and Responsibilities:

1. Fund Design:

- Develop the IRAF Fund transition strategy for approval by CDRI governance.
- Design the CDRI Trust Fund architecture, governance, and management structures.
- Develop all strategic documents, including Fund terms of reference (ToR), rules and procedures for governance and management structures, etc., for the CDRI Trust Fund.

2. Fund Governance:

- Provide substantive support to the Fund governance and management structures, including conducting and documenting its meetings, preparing background documents, etc.
- Support the Partnership team with necessary communication and reporting related to the Fund and its governance and management structures, CDRI governing bodies, funding agencies/donors, etc.
- Attending and documenting meetings or consultations with external stakeholders, as required.

3. Fund Operations and Financing:

- Contribute to building systems, processes, tools, and templates for the CDRI Trust Fund as well as operationalizing the Fund for programme implementation.
- Develop all strategic documents, including the Operations Manual, financing agreements with donors and implementing partners, tools, and templates for the CDRI Trust Fund.
- Collaborate with the Operations unit on establishing bank arrangements, actioning legal instruments to receive funds from donors and provide funds for programme activities, and ensuring appropriate safeguards.
- Manage donor contributions through financing agreements along with the legal team.
- Oversee Fund portfolio, resource framework, and investment of excess Funds with inputs from the Budget committee and oversee the funding cycles to ensure adequate cash flow to avoid programme disruption.
- Collaborative work with the procurement and finance units to ensure timely disbursements & financial reporting, and operational & financial closure of IRAF.
- Support the Partnership team as needed in resource mobilization and building partnerships with key donor organizations contributing to the Trust Fund.
- Support the HR recruitment processes for establishing the fund management unit when needed.

4. Programme Implementation:

- Support the programme teams with the design and development of thematic funding opportunities/windows/calls for proposals.
- Support the CDRI Operations team by facilitating project contracting, managing fund transfers for different programmes based on project and financial reports.
- Roll out any training modules or briefing packages necessary to ensure capacities and information of the CDRI Secretariat team, implementing organizations, and any other relevant stakeholders related to the Fund.

5. Risk management and oversight mechanisms:

- In coordination with the CDRI Operations team, strengthen the system for due diligence of the implementing organizations, fund risk management, and complaints mechanisms.
- Support the finance team for Fund financial monitoring & reporting to CDRI and donors, and Fund audit.
- Support in establishing and maintaining a secure information management and archiving system for both Funds on the CDRI platform accessible to CDRI personnel and donors/partners.
- Identify and document lessons learnt from the operations and management of the Fund.

Skills

- Demonstrated expertise in the design and operationalization of multi-partner trust fund or pooled fund mechanisms as well as financial management at an international level with a UN agency, intergovernmental agency, international/regional financial organization, international organization, or international NGO.
- Expertise in areas related to resilient infrastructure, such as disaster risk reduction, climate change adaptation, and risk analysis, will be desirable.
- Adequate knowledge of the operations, policies, processes, and regulations in managing a trust fund/pooled fund mechanism.
- Exposure to Vertical Funds such as GEF, GCF, Adaptation Fund, Global Fund, and their programming/operational processes.
- Demonstrated extensive experience with development project implementation, operations, and finance, including project appraisal, risk management, audit, and oversight.
- Proven ability to work effectively and innovatively in multi-disciplinary, multi-cultural teams and with an entrepreneurial approach.
- Excellent communication and interpersonal skills.
- Analytical and strategic planning skills and the ability to handle multiple priorities and deadlines.
- Familiarity with international frameworks such as the Sustainable Development Goals (SDGs), the Sendai Framework for Disaster Risk Reduction, and the Paris Agreement.

- Experience working in an international organization and with a diverse number of partners comprising Governments, the UN, multi-lateral systems, industry, financial institutions, and knowledge and research institutions in multi-country locations.

Qualifications:

- Master's degree or an equivalent qualification in environmental science, international development, finance, law, business, or public administration, or another relevant field. Candidates with international education are desirable.

Experience:

- 10+ years of relevant experience, including at least 4 years in a leadership role at an international level.
- Experience in managing multi-partner trust funds or pooled fund mechanisms.

Reporting Line:

- The incumbent will report to the concerned director or the appropriate role per the approved organizational structure.

Language Requirements:

- Fluency in English, both oral and written.
- Knowledge of any of the UN's official languages will be an asset.
