

Job Description

Deputy Director- People & Talent and Administration

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, National/International 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 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

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 is looking for an experienced professional for the Deputy Director – People, & Talent and Administration at the Coalition. The Deputy Director will play a key role in shaping and executing CDRI's people and administrative strategies. Reporting to the Director (Operations), the incumbent will be responsible for leading HR functions, talent acquisition, performance management, employee development, administrative operations and corporate security. Beyond operational efficiency, the role focuses on building a strategic HR function that fosters a high-performing, globally competitive, and diverse workforce.

Key Roles and Responsibilities:

1. Strategic HR Leadership:

- Support in designing and implementing the People strategy aligned with CDRI's long-term vision and global positioning.
- Lead the design and execution of global HR policies and frameworks that reflect best global practices and ensure compliance with local and international labour standards.
- Act as a strategic partner to leadership, providing insights on workforce planning, market trends, talent management, and HR innovation.
- Foster a business-driven HR approach, integrating people strategies with strategic business plan and annual plans.
- Champion a culture of excellence, diversity, and inclusion across the organization, ensuring culture building within the organization.
- Build strong relationships across departments to support alignment, performance, and organisational excellence.
- Represent the organisation in key forums, external meetings, and inter-agency collaborations as delegated.

2. People and Talent Management

- Support Director (Operations) in building the 3-year and annual People and Talent workforce Plan.
- Lead the end-to-end talent acquisition process, including workforce planning, recruitment, onboarding, and induction/integration of new employees.
- Propose compensation and benefits structures, retention strategies, and ensure alignment with industry benchmarks and internal policies.
- Develop and implement progressive HR policies, processes, and frameworks.
- Develop & implement an annual capacity-building & training plan for the organization, including the leadership coaching program.
- Support the investigations (if any) on complex employee relations matters such as misconduct, grievances, and policy violations. Act as a trusted advisor to leadership, weighing the extent of the violation, the fairness of the action, and keeping in view local employment laws (as applicable).
- Manage/support engagement of consultants, advisors, and technical experts, including acquisition to exit (as applicable).

3. Performance Management & Organization Development

- Support Director (Operations) in benchmarking of the performance management systems, aligning with the International Organization.
- Design and implement a data-driven performance management system that enhances employee productivity, accountability, competencies and career development.
- Monitor and review performance trends, identifying interventions to drive employee engagement and productivity.
- Lead change management and internal communication efforts related to organisational development.
- Partner with staff to shape CDRI's culture, improve employee satisfaction, and enhance retention. Conduct employee satisfaction survey and 360-degree feedback as required.

- Lead the automation of HR processes, integrating digital tools and HRMS for efficiency.
- Ensure all HR and administrative processes adhere to applicable legal and regulatory requirements.
- Ensure data confidentiality and protection related to HR records, contracts, and employee personal information.

4. Administration function oversight

- Oversee day-to-day office operations, including workspace allocation, supplies, logistics, and vendor services. Ensure efficient and professional environments across all office locations.
- Manage the organizational vehicle fleet, including deployment, maintenance, licensing, and driver supervision. Implement policies for safe, cost-effective, and accountable vehicle usage.
- Supervise front desk operations, visitor protocols, and concierge services.
- Ensure courteous, secure, and protocol-compliant handling of all guests, including VIPs and delegations.
- Maintain all facilities (e.g., buildings, HVAC, electrical systems, access controls) to high operational and safety standards.
- Coordinate maintenance, renovations, and service contracts with vendors.
- Establish and enforce document management protocols for physical and digital records.
- Ensure proper archiving, retrieval, and disposal of administrative and corporate documents, in line with data protection and legal standards.

5. Corporate Security & Staff Wellbeing

- Develop and monitor initiatives for staff wellbeing, including psychological safety, stress management, and employee wellness programs, including staff retreats and team building initiatives.
- Lead compliance and awareness around mental health, work-life balance, and occupational wellbeing.
- Ensure all offices and workspaces comply with applicable health, safety, and environmental (HSE) standards.
- Conduct periodic safety audits, risk assessments, and safety drills in coordination with relevant departments.
- Maintain workplace security policies, including access control, surveillance, emergency exits, and response protocols. Conduct regular safety briefings and training for all staff.
- Implement secure travel protocols, especially for international and high-risk travel.
- Ensure organizational subscription to and compliance with safety platforms such as International SOS or similar.
- Maintain up-to-date staff travel advisories, risk intelligence, and emergency response plans.
- Strictly enforce security protocols in accordance with the Headquarters Agreement and liaise with the host government and diplomatic entities as needed.
- Monitor and update emergency procedures, evacuation plans, and diplomatic safety provisions.

Qualifications:

- Masters in human resources, Business Administration, Public Administration, or a related field.
- Professional certifications such as SHRM, CIPD would be preferred.

Experience:

- 10 + years of relevant experience in HR and administration roles, with at least 4 years in a leadership role.
- Proven experience in developing and implementing HR policies, performance management, and organisational development strategies.
- Experience in overseeing administrative & security operations, vendor management, and workplace compliance.
- Experience in the development sector or international organisations will be an asset.

Reporting Line:

- The incumbent will report to the Director -Operations.

Language Requirements:

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