

## Job Description

### Senior Specialist - Knowledge Management

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| <b>Organization</b>              | <b>Coalition for Disaster Resilient Infrastructure (CDRI)</b>  |
| <b>Job posting date</b>          | <b>25<sup>th</sup> July 2025</b>   |
| <b>Location</b>                  | <b>New Delhi, India</b>  |
| <b>Grade and No. of position</b> | <b>Senior Specialist</b>   |
| <b>Salary and Benefits</b>       | <b>Competitive</b>   |
| <b>Contract</b>                  | <b>Fixed Term Contract (3 years), extendable for up to another 3 years, Full-Time, Open to both International/National Hire.</b>   |
| <b>Applications Closing date</b> | <b>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.</b> |

#### 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 48 national governments and eight 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 Executive Committee to implement the programmes of CDRI.

### **Position**

The position is open to candidates of all nationalities.

For candidates demonstrating considerable international experience, an international salary and benefits package will be offered. Candidates will have to demonstrate considerable experience in at least 5 countries across two UN geographic regions (from Africa, Asia, Europe, Latin America and the Caribbean, Northern America, and Oceania) to meet the criteria for international hire.

### **Objective of this position:**

CDRI is looking for an experienced professional for the position of Senior Specialist (Knowledge Management) to work under the supervision of Lead Specialist/Director (RKM&CD). The incumbent will

support activities relating to developing repertoire knowledge products and publications and provide support for effective accomplishment of activities under the Strategic Priority Research and Knowledge Management of CDRI.

### **Key Roles and Responsibilities:**

- Assist CDRI to collect, archive, and create knowledge products of significance to support evidence building and advocacy on DRI.
- Support in maintaining a line of sight on the global discourse on DRI and the gaps, challenges, and solutions to further the DRI agenda.
- Support in strengthening collaboration and engagements with various knowledge partners on DRI (by coordinating closely with government agencies, development partners, and other relevant stakeholders).
- Contribute towards operationalizing running and maintaining CDRI's knowledge exchange platform, DRI connect.
- Extending support to all other programme and technical assistance teams in CDRI in the development of knowledge products and contributing to the development and conceptualization of new knowledge products that may support member countries and organizations. These products may be in the form of country insights, strategy papers, data visualizations, toolkits etc.
- Support CDRI's internal knowledge management by documenting good practices and lessons learned from the Coalition's own operations and projects to assist with future programme structuring exercises.
- Support and contribute to CDRI's active participation in the global communities of practice in KM and running CDRI's own communities of practice consisting of global experts.
- Attend meetings or consultations with external stakeholders as required.
- Conduct other day-to-day tasks as decided by the reporting manager and as per the organization's requirement.

### **Education**

- Master's in disaster management, international development, sustainable development, environmental communication, or relevant related fields. A PhD in relevant subjects will be given additional weightage. Candidates with international education are desirable.
- Candidates who do not meet the minimum academic qualification requirements, such as a Master's degree or equivalent, may be considered eligible (with Bachelor's degree) if they possess at least two (02) additional years of relevant professional experience beyond the required years of experience for the position.

### **Experience**

- Minimum 8 years of overall experience with at least 2-3 years of experience working in academic and research management, knowledge management, technical publications, capacity development, action research. Specific experience in disaster risk reduction will be given additional weightage.
- Candidates meeting the minimum academic qualification requirements(master's) but falling short of the stipulated years of experience requirement by no more than six months can also apply.

### **Reporting Line:**

- The incumbent will report to 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.