

Terms of Reference- Director- Operations

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	18 October 2021
Location	New Delhi
Grade	Director
Salary and benefits	<p>The recruitment to this position will be made via direct recruitment or on deputation from Government of India</p> <p>Direct recruitment: INR 2.50 to 3.50 lacs per month + other benefits (Salary offered will be commensurate with experience and qualifications)</p> <p>On Deputation from Government of India: Apart from the parent cadre salary & allowances, secondment allowance of USD 2000 per month will be payable (as per deputation terms)</p>
Contract	Appointment will be made for a term of 3 years which may be extended for a maximum of 2 years for both the categories
Occupational Groups	Secretariat Operations, Financial Management, Human Resource Management, Procurement & Administration
Last Date	23 November 2021

CDRI is looking for an experienced, creative, and highly energetic colleague to join its senior management team as Director - Operations. The incumbent will serve as a thought partner to the Director General, CDRI to lead the development and execution of a cohesive strategy and plan for Human Resources, Administration, Procurement & Finance in alignment with the organization's priorities and strategic outlook.

About us

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. Further details are available at : <https://cdri.world>

CDRI has the following strategic priorities:

- a) **Technical Support and Capacity-building:** This includes disaster response and recovery support; innovation, institutional and community capacity-building assistance; and standards and certification.
- b) **Research and Knowledge Management:** This includes collaborative research; global flagship reports; and a global database of infrastructure and sector resilience.
- c) **Advocacy and Partnerships:** This includes global events and initiatives; marketplace of knowledge financing and implementation agencies; and dissemination of knowledge products.

The Secretariat of the CDRI operates from New Delhi under the direction of the international Governing Council and implements the programs of the CDRI.

Key Responsibilities of the post:

As Director-Operations you will be responsible for:

a) HR Management

- Development, implementation and maintenance of required policies and procedures for the HR functions
- Develop and implement human resources strategies and policies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention and statutory compliances
- Develop training programmes in association with network of Universities, Knowledge Institutions and other stakeholders for capacity building and professional development of CDRI team
- Under the leadership of the Director-General, guide the Division to provide substantive support to team by formulating and updating policies, procedures, methods, and guidelines, communicating, and enforcing organization values

b) Administrative Management

- Collaborate with all management staff to identify and deliver the required administrative support operations and facility management for the organization
- Development and implementation of organizations administrative policies and procedures manual, procurement manual
- Develop, evaluate, and maintain the management information system (MIS).
- Negotiating contracts and agreements with vendors and maintaining corporate relationships
- Ensure the organizations compliance with applicable health, building, zoning, and safety licensing and other certification requirements

c) Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials and oversee all financial, project/program and grants accounting
- Oversee and lead annual budgeting and planning process; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual
- Coordinate and lead the annual audit process, liaise with external auditors, and oversee statutory compliance

Perform other relevant duties as decided by the Director-General, CDRI

Essential Competencies:

- Proven ability to lead, develop and build a team, through delegation, empowerment, and coaching
- Proven strong leadership and people management skills and the ability to inspire others to achieve and deliver high performance
- Demonstrated strategic, technical, and intellectual skills to perform the job functions
- Proven ability to work effectively in multi-disciplinary and multi-cultural teams.
- Excellent communication and interpersonal skills, analytical and strategic planning skills, and the ability to handle multiple priorities
- Computer proficiency, especially related to professional office software packages like Microsoft Office

What do you need to have?

- Post Graduate qualification in management, public policy, engineering, project management, planning, environmental sciences, climate change, applied sciences, or a related field with minimum 15 years of experience
- In case of deputation from GoI -Officers of rank of Director/ Deputy Secretary level from the All-India Services of the Government of India, eligible for appointment under Central staffing scheme, with minimum 15 years of experience, are eligible
- Candidates having experience in disaster management, infrastructure or related fields will be given preference
- Should possess sound knowledge and experience of procurement and financial management
- Knowledge of Indian law and regulatory framework

Excited to join us?

If you have experience of working in a similar capacity and want to make an active and lasting contribution in a global initiative spearheaded by India, please apply on or before the last date.

Application Process: Online application form will be available at <https://cdri.world/career/career.php> for direct recruitment or on deputation from GoI.

For officers who are applying on deputation from GoI-applications are welcome through proper channel with cadre clearance, vigilance clearance, detailed biodata in the prescribed proforma and CR dossier of last 5 years with an advance copy to on the following email id – career@cdri.world with CC to DD.Admin@cdri.world and Manager.HR@cdri.world on or before the last date.

CDRI is committed to achieving workforce diversity. 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 check.
