

Title of the Position	Knowledge Management Specialist
Organisation	Coalition for Disaster Resilient Infrastructure (CDRI)
Location	New Delhi, India
Grade	Principal / Lead Specialist
Occupational groups	Infrastructure, Development, Disaster Risk Reduction, Knowledge Management

Overview:

Currently seeking a **Knowledge Management Specialist** for the anticipated **USAID Support to the Coalition for Disaster Resilient Infrastructure (CDRI)** program in India. This is a five year program. We are seeking someone who is motivated and eager to learn. This position would include the opportunity to receive mentoring and training from distinguished national and international experts in the field.

The position involves working **within** the **Coalition for Disaster Resilient Infrastructure** (<https://cdri.world/>), a partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and knowledge institutions. CDRI aims to promote the resilience of new and existing infrastructure systems to climate and disaster risks in support of sustainable development.

We strongly prefer applicants living in India. The position will be embedded within the CDRI Secretariat in **New Delhi, India** and would be **under contract to GeoHazards Society (GHS)**. More information on GHS is provided below. The position will require international travel when COVID-19 conditions permit. CDRI is committed to achieving workforce diversity in terms of gender, nationality, and culture. Differently-abled people are equally encouraged to apply. All applications will be treated with strict confidence.

Objective of this Position:

To initiate, design, and implement information and knowledge management activities and processes in support of all activities and themes of CDRI. Reporting to the Director (Research and Knowledge Management), CDRI, the incumbent will facilitate in developing repertoire knowledge products and publications and provide support for effective accomplishment of activities under the Strategic Priority 2: Research and Knowledge Management of CDRI.

Role and Responsibilities:

- Anchor the development of an information and knowledge management strategy in line with the aims of CDRI.
- Lead, coordinate, and/or contribute to knowledge capture and documentation of Disaster Resilient Infrastructure (DRI) insights, working with CDRI Members, and translate this knowledge capture into knowledge products and activities in support of member countries and organisations.
- Support the development of CDRI-focused tools and knowledge management products (e.g. case studies, country profiles, lessons learned, strategy papers, how-to-guide, toolkits) and provide oversight to consultants and partners in developing or distributing these knowledge products.

- Provide strategic, analytical, visualization, and written inputs into infrastructure and DRI knowledge management strategy development, drawing upon advisory insights, CDRI partnerships data, training content and other products that promote or support CDRI's research, technical support and partnership activities worldwide.

Engagements:

- Support communication team in engaging audiences, internal and external to the organisation to promote CDRI initiatives, collaboration, and learning.
- Collaborate with internal colleagues to integrate and incentivize KM practices into staff member's day-to-day and key KM-related work.
- Put in place initiatives to gather and harness tacit knowledge anchored on CDRI's operations both at the organizational level and with the countries.
- Initiate and develop innovative approaches, tools, metrics and strategies for stimulating effective knowledge sharing partnerships.
- Coordinate closely with government agencies, development partners, insurance companies and other relevant stakeholders concerning disaster resilient infrastructure activities and maintain up-to-date information on their activities and programmes.
- Attend and document meetings or consultations with external stakeholders as required.
- Contribute to CDRI's active participation in the global communities of practice in Knowledge Management.

Qualifications:

Post-Graduate qualification in relevant field. PhD in a relevant subject will be preferred. Qualifications under disaster risk management will have an added advantage.

Experience:

Minimum 10 years of overall experience with at least 4 years of leadership experience at the national or international level in management of Knowledge Management/Learning/ Communications projects. Specific experience in projects for disaster risk reduction will be an asset.

Compensation:

Compensation will be commensurate with experience and qualifications.

The position is contingent upon GHI-GHS being selected for an award. This position and level of compensation is subject to and contingent upon USAID approval of candidates put forth for consideration by GHS.

Background of GeoHazards Society:

GeoHazards Society (GHS – www.geohaz.in) is a non-profit organisation based in Delhi, India. Our focus is on disaster risk reduction and climate change adaptation in the South Asian region. We engage closely with the communities that we serve and emphasize working with those most at risk. GHS will be partnering with its sister organisation, GeoHazards International (GHI – www.geohaz.org) for this work. GHI is a global non-profit with a similar mission.

Contact:

We are looking to select a candidate as soon as possible. Please let us know your interest at geohazsociety@gmail.com by 8th July, 2021.