

Analyst /Specialist / Senior Specialist – IT

Organisation	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	11/01/2021
Location	New Delhi, India
Grade	Analyst /Specialist / Senior Specialist - IT
Salary and benefits	<p>Analyst: INR 0.75 to 1.00 lakhs per month + 10% Transportation allowance + 10% Housing allowance,</p> <p>Specialist / Senior Specialist: INR 1.25 to 1.75 lakhs per month + 10% Transportation allowance + 10% Housing allowance, (salary and designation will be offered commensurate with experience and qualifications)</p>
Contract	Fixed Term Contract (3 years), extendable to another 3 years, Full-Time, National Hire
Occupational groups	Infrastructure, Development, Disaster Risk Reduction
Last date of application	25 /01/2021

Background:

The Coalition for Disaster Resilient Infrastructure (CDRI) is a multi-stakeholder global partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, private sector, and academic and knowledge institutions. It aims to address the challenges of building resilience in infrastructure systems and their development. The vision, mission, goal, and objectives of the CDRI are linked to the post-2015 development agendas. The CDRI will also contribute to the resilience of global infrastructure systems in an increasingly interconnected world.

The CDRI will support countries to upgrade their systems for ensuring disaster and climate resilience of existing and future infrastructure. It seeks to rapidly expand the development and retrofit of resilient infrastructure for the SDGs objectives of universal access to basic services, enabling prosperity, and decent work.

The Government of India has established a Society in New Delhi to act as the Secretariat of the CDRI. The Secretariat functions under the direction of the international Governing Council and implements the programs of CDRI. This advertisement is for national hires in staff positions on Fixed Term Contract of three (3) years.

Objective of this position:

CDRI has an exciting opportunity for a competent professional with capability and experience in (i) Web design, development, and operations, (ii) System administration of NIC office operation and maintenance (Linux based), (iii) MS Office 365 operations and support, (iv) and support for IT infrastructure. Analyst /Specialist / Senior Specialist - IT will be responsible to ensure operations of CDRI's overall IT infrastructure. The tasks will require Analyst / Senior Specialist - IT to learn about new software quickly and operationalise it.

Competencies and Responsibilities:

Web Development (essential)

- To conceptualise, design, develop, code, test, and operationalise the various 'Web applications and modules' required for a high-quality international website.
- To support the hosting of CDRI website on servers.
- To carry out day-to-day operations and maintenance of CDRI website such as C-panel administration, updating contents of the CDRI website, publishing tender, recruitment, other notices on the CDRI website.
- To design and oversee Content Management System (CMS) for CDRI.
- To coordinate with graphic designers, external agencies, and technical specialists to develop contents for CDRI website.
- To monitor deployment of server hosting services (cloud or local) and other activities involved in the website hosting or E-office software used by CDRI.
- To monitor web security issues for CDRI website such as SSL certificate, CSRF, Session Hijacking, Cross-site scripting etc.
- To devise mechanism for SEO, analysis of back end data of CDRI website, and to provide inputs to CDRI management for improvement of website.
- Language proficiency: PHP, DRUPAL, CSS3, HTML 5.0 translational, MYSQL, PL/SQL, Bootstrap, AJAX, other relevant languages.
- CentOS or RHEL7, Shell Scripting
- Testing language: W3C, XHTML
- File uploading and downloading using FTP, Backup and Restore Database, Deployment of code at production server.
- **EOffice system administration (desirable)** To provide back-end administration support for NIC provided eOffice software. It includes creation of user accounts, access control of user accounts for visibility and approval. *Note:* NIC EOffice has Linux-based control panel.
- To operationalize NIC email/LDAP email authentication. Mapping of outlook-based emails of CDRI for LDAP email authentication with NIC eOffice.
- To monitor and support VPN accounts and services for use of EOffice.

Software support (desirable)

- Operational knowledge of MS Office 365 and its features.
- To provide support for operations and troubleshooting of day-to-day issues of Microsoft Office 365 and various applications under it. To coordinate with MS Office 365 helpline for resolving these issues.
- To provide basic training to new joining staff regarding use of MS office 365.
- To install new software procured by CDRI and systematise its operations.
- To connect IT equipment in for online network environment.
- To manage video conferencing such as MS Team meetings, webinars, etc.

IT Support (desirable)

- To support day-to-day operations and maintenance of internet connection within CDRI office for Internet Leased Line, LAN and Wi-Fi.

- To select technical specifications and identify suitable electronic products (computer, laptops, Video Conferencing system, modems, routers, display units, intercom, etc.) as per the guidance of CDRI.
- To install, connect, operate, and maintain IT equipment such as computers, laptops, printers, scanners, multifunction machine, modems, Video Conferencing systems, CCTV systems, etc. within CDRI office.
- To coordinate with equipment suppliers/manufactures for installation and troubleshooting of various equipment and software. IT resource person should be self-sufficient for discharging following responsibilities.

Soft skills:

- Good communication skills (written and spoken) in English.
- Ability to quickly learn new skills and train others in software usage.
- Self-motivated
- Awareness about content copy right policies of website of international organizations

Qualifications:

- Graduation in Engineering in Computer Science, Information Technology, Electronics and Communication or MCA

Experience:

- Minimum 4 years' experience for Analyst level and 7 years' experience for Specialist / Senior Specialist level in Web Development, IT solution or relevant domain area.

Reporting Line:

The incumbent shall report to Deputy Director (HR and Admin)

How to Apply:

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 through the online application form only on or before the last date.

Application Process: Online application form will be available at www.cdri.world/jobapply.php from

CDRI is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals with disabilities are equally encouraged to apply. All applications will be treated with strict confidence.

CDRI has ZERO Tolerance on 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.