

Consultant – Legal

Location :	Gurugram, India
Type of Contract :	Individual Contract (National)
Post Level :	Legal and Policy Specialist
Languages Required :	English
Duration of Contract:	6 months, renewable subject to funding and bench marked performance.
Remunerations:	Rs.75,000/- or pro rata

Org. Setting and Reporting

The vision and mission of the International Solar Alliance is to provide a dedicated platform for collaboration and cooperation within and between member countries where the global community, including bilateral and multilateral organizations, corporates, industry, and other stakeholders, can make a positive contribution to consolidate the solar revolution and help in implementation of the Paris Agreement.

A more detailed picture is available at www.isolaralliance.org

Duties and Responsibilities

Within delegated authority, and reporting to the Director (Resources, Governance and Innovation), the Legal and Policy Specialist may be responsible for the following duties, as needed:

- Conducts legal research on a diverse range of substantive and procedural issues relating to international and law and international organisations and other area(s) of specialization using multiple research sources; selects relevant material, analyzes information and presents findings for internal review.
- Assists in the review of legal documents, instruments, or other material; identifies important issues, inconsistencies, etc.
- Assists in the preparation of drafts of memoranda, background papers, reports, correspondence, etc.
- Assists in the preparation of legal opinions/advice on a wide range of issues., including on matters relating to the Assembly and the Committees of the ISA.
- Assists in the preparation of agreements (including memoranda of understanding) and contracts with UN entities, international organizations, governments, NGOs and other public and private entities.
- Assists in representing the Organization before other entities, and develops and maintains productive working relationships with key stakeholders.
- Assists other officers in servicing task forces and internal working groups, including preparation of background materials, summaries of issues and views, etc.
- Performs other duties as assigned.

Competencies

- PROFESSIONALISM:** Knowledge of, and ability to apply, legal principles, concepts and procedures and terminology for review, examination, and processing of a range of legal documents. Knowledge of various legal research sources, including electronic, and ability to conduct research and analyze information on a wide range of legal issues. Ability to interpret and apply legislative instruments, develop and present results, recommendations, and opinions clearly and concisely. Ability to draft legal papers and work under pressure. Ability to apply good legal judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Required Experience and Educational background.

Educational background

An advanced university degree (Master's degree or equivalent) in law, international law or related field is required. A first-level university degree in combination with two additional years of professional qualifying experience may be accepted in lieu of the advanced university degree.

Relevant Experience

A minimum of three years of progressively responsible experience in law, including legal analysis, research and writing. Experience working in the United Nations or other comparable international organizations is desirable.

Languages

English is the working language of the ISA Secretariat. For this post, fluency in English is required. Knowledge of French and/or Spanish would be an added advantage.

Special Notice:

The ISA Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Flexible working arrangements (including part time arrangements) may be considered with approval of DG and as per rules.

Deadline:

All applicants are requested to send their applications along with the latest CV to sudhakar@isolaralliance.org on or before 12 midnight (IST) of 25nd May, 2019. Only shortlisted candidates will be contacted. You can also send your applications by courier also at the following address:

Mr. Sudhakar Upadhyay
Secretariat of International Solar Alliance,
Surya Bhawan, National Institute of Solar Energy Gurugram – 122003 (Haryana).



Date: 10.05.2019