



**Vacancy Announcement No. ISA-LGO.2021001
Legal Analyst (National Officer)**

Publication Date:	2 June 2021
Deadline for Application:	29 June 2021 (midnight IST)
Title:	Legal Analyst
Grade (as defined in the salary scales applicable in the United Nations Common System)	National Officer – Level A (Only Indian nationals will be considered)
Duration of Appointment:	One year, with possibility of extension (as per ISA Regulations)
Duty Station:	Gurgaon, Haryana, (Delhi) India
Expected date of joining Duty	As soon as possible (Working remotely is also an option, depending on the pandemic situation.)

Background

The International Solar Alliance (ISA) is an international organization headquartered in Gurgaon, National Capital Region of India. The vision and mission of the ISA is to provide a dedicated platform for cooperation among solar resource rich countries where the global community, including bilateral and multilateral organizations, corporates, industry, and other stakeholders, can make a positive contribution to assist and help achieve the common goals of increasing the use of solar energy in meeting energy needs of the ISA Member Countries in a safe, convenient, affordable, equitable and sustainable manner.

Under the supervision of the Legal Specialist, and where required, working with relevant Programmatic Leads, and the Regulatory Specialist in the ISA, the Legal Analyst provides legal support on a variety of issues in the areas of compliance, contract management, policy development, etc.

Duties and Responsibilities:

1. Legal support

- Provide support to the Legal Specialist, and where required, working with relevant Programme Leads, and the Regulatory Specialist, on the development of solar energy, environmental management, climate legal and policy responses.
- Provide support for the preparation of papers and reports addressing legal, institutional, and administrative aspects of ISA activities, including through research and analysis.
- Review any issues, complaints and concerns raised by stakeholders and provide advice on how best to address those issues.

2. Policy Development

- Review legal implications of internal policies and procedures.
- Identify policy, legal, and institutional issues as well as emerging problems concerning the implementation of these legal and policy responses and recommend appropriate actions.

3. Regulatory compliance

- Perform extensive legal research and analysis to support preparation of legal opinions, drafts and complex legal documents, agreements, memoranda of understanding, draft decisions, reports and background documents as required and assigned by the Legal Specialist and the Regulatory Specialist.
- Formulate legal compliance check-list for all ISA Member countries to be used for the purpose of ensuring that all information required is provided accordingly.
- Provide legal support for the development of internal regulations, rules and procedures, and associated policies and processes.

4. Contract negotiations

- Review of legal agreements with member countries and partners' entities.
- Review all contracts and any other documentation where ISA has committed itself and assess legal implications that needs to be brought to the attention of Legal Specialist.
- As needed, provide guidance on contract matters to various internal ISA stakeholders or other operational staff.

5. Knowledge Management

- Facilitate knowledge management and knowledge retention through maintenance of data base of relevant legal and policy responses.
- Contribute to the preparation of learning events, including online materials and legal training.

Perform any other duties as may be assigned by the Legal Specialist, in area of work.

Competencies

Professionalism: 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.

Planning and Organizing: Ability to plan and organize assignments. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Uses time efficiently. Demonstrates high degree of autonomy in the discharge of assignments.

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.

Leadership: Proven ability to lead teams of diverse staff; training and develop staff; successful counsel and conduct performance management; provide vision and direction to a team and lead the team to undertake innovative work.

Qualifications

Education:

- Advanced university degree (Master's degree or equivalent) in environmental law or related field, preferably with specialization in public international law, international environmental law or climate change.
- A first-level university degree in law in combination with additional 2 years of relevant experience in environmental issues may be accepted in lieu of the advanced university degree.

Experience:

- A minimum of one year of relevant experience in environmental law or related field, including a background in legal drafting for environmental management, is required.

Language and IT skills:

- The role demands substantial writing and verbal communications skills. As English is the official and working language of the Organization, excellent command of both written and spoken English is required.
- Knowledge of other languages (i.e., French, Spanish and Arabic) would be an advantage.
- Satisfactory skills in Outlook, MS Office products, and various ERP systems is highly desirable.

Recruitment Guidelines

Qualified candidates must apply for the above-mentioned vacancy on-line, through ISA's portal. Any applicants who have difficulties applying through the online portal should immediately contact the ISA secretariat at recruitment@isolaralliance.org.

The ISA is striving to achieve gender parity at all levels as it proceeds with the recruitment of both locally and internationally recruited staff. In this regard, female candidates are strongly encouraged to apply for all positions within the organization.

The ISA maintains a retirement age of 65 years.

Please note that only candidates under serious consideration will be contacted for an interview and will receive notice of the outcome of the selection process.

The ISA retains the right to cancel the selection process if it is determined in the best interest of the Organization.

The ISA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names, and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

In addition to the salary, the ISA will provide the following allowances to the selected candidate:

- a. Dependency allowances (for eligible spouse and up to 3 children)*
- b. Annual and sick leave (Annual leave accredited at 2.5 days per month)*
- c. Health insurance premium contribution as per ISA rules*
- d. Pension contributions (ISA will contribute a lump sum payment equivalent to UN common system rates (15.8% of net salary).*
- e. Income tax reimbursement (the ISA provides for national income tax reimbursement upon proof of payment*