



KNOWLEDGE MANAGEMENT & CAPACITY DEVELOPMENT SPECIALIST

JULY 2021



OXFORD HR
SEARCH FOR A BETTER WORLD



WELCOME

Dear Candidate,

Thank you for your interest in joining us. This is indeed a fantastic opportunity to work for the International Solar Alliance that touches the lives of billions of people across the globe. What we do matters. We are a growing international organization with 77 member countries and more joining the cause every day. We are tasked with the purpose of universalization of solar energy to facilitate energy access in every corner of the world. We strive to impact key areas of universal energy access, ensure energy security, energy transition to cleaner sources, and green economic recovery. Our work culture is not contained to one country but bears the strength of many. In such an inclusive and diverse culture, each of us represents the culture of our country and we learn and adopt from others around us.

During your tenure with us, you will be the agent of change for global energy transition and will help in making solar the first choice for decision makers in energy scenarios. Collectively, we will be working to expand ISA's membership base, funds for solarization through innovative mechanisms, and various initiatives. We will be forging partnerships, and building coalitions with stakeholders, leading think-tanks and NGOs as we progress in this journey. Let us dream with a purpose, tread in reality and function with intent for a better and brighter future for all.

I welcome you to ISA.



Dr. Ajay Mathur
Director General, ISA



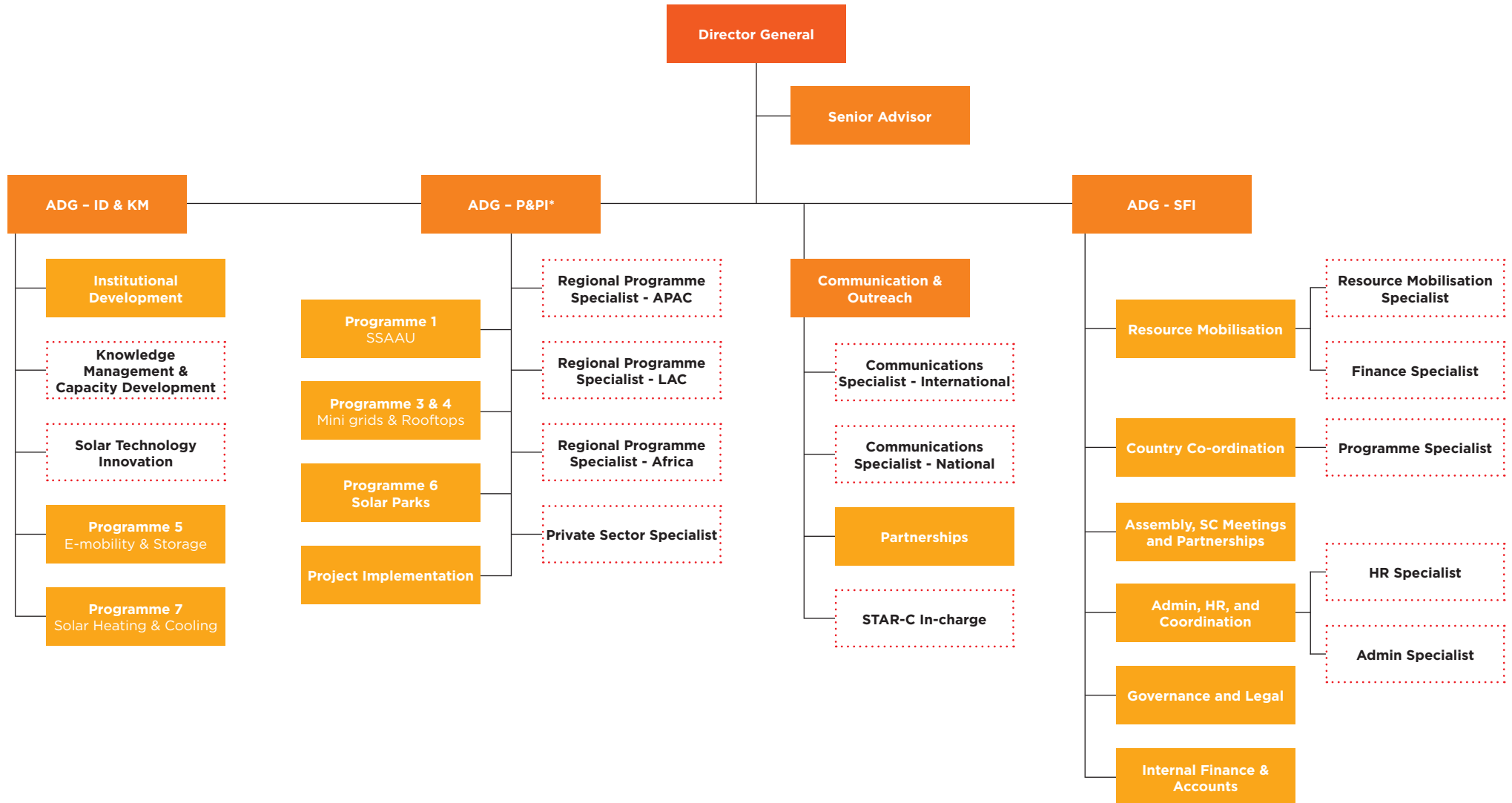
ABOUT ISA

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.

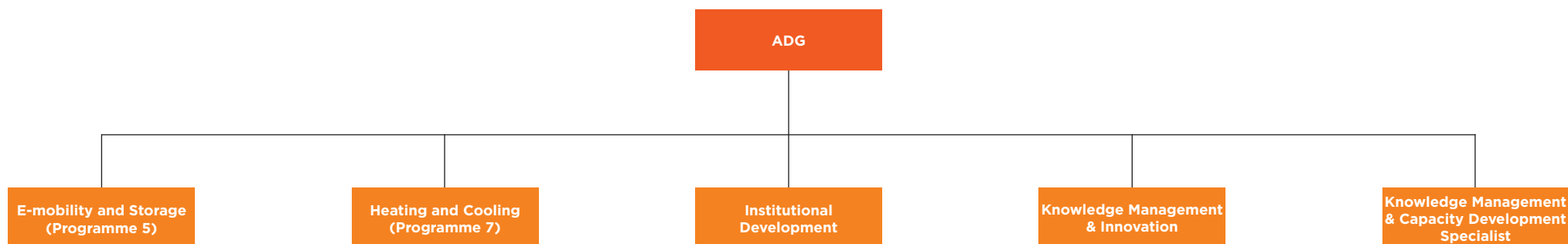
PRESS NOTES



ISA'S ORGANOGRAM



INSTITUTIONAL DEVELOPMENT, KNOWLEDGE MANAGEMENT, AND PROGRAMME IMPLEMENTATION CLUSTER



THE ROLE

TITLE:	Knowledge Management and Capacity Development Specialist
GRADE*:	P4
DURATION:	Two Years, Renewable Contract
DUTY STATION:	New Delhi and Gurgaon
EXPECTED START DATE:	As soon as possible (Working remotely is also an option, depending on the pandemic situation)

*as defined in the salary scales applicable in the United Nations Common System

The Knowledge Management & Capacity Development Specialist will report to the Assistant Director-General (Institutional Development and Knowledge Management) and will be responsible for the development of up-to-date solar energy library and repository of materials, data, publications, expertise, etc. in ISA. In addition, the Specialist will develop and implement capacity development programmes at the member state and regional level to ensure maximum knowledge transference.



DUTIES AND RESPONSIBILITIES

KNOWLEDGE MANAGEMENT & CAPACITY DEVELOPMENT:

- Develop and support implementation of a knowledge management and capacity development strategy and implementation plan aligned with the outputs of ISA and taking into account internal and external demand for knowledge on relevant programmes.
- Lead the design and implementation of knowledge management/sharing and learning events including through workshops, seminars, knowledge cafes, knowledge share fairs and written publications.
- Liaise with relevant team leads and field offices in developing knowledge products and in organizing learning platforms to promote the internal and external sharing of knowledge, and to assist member states with capacity building.
- Promote and support ISA and member state system-wide knowledge management efforts in the context of the solar energy best practices.
- Organize and lead discussions on lessons learnt for implementation of the projects in the context of the solar energy and make recommendations on future road map.
- Promote knowledge management with a view to develop consensus on a common strategic approach for capacity development and a common concept on issues and challenges to be addressed.

REPORTING & PUBLICATIONS:

- Ensure timely submission of good quality project/programme reports and other ad-hoc reports for ISA and the client member states. Continuously follow-up and report on the project's implementation based on the identified goals and expected results, according to the monitoring framework.
- Responsible for preparation of timely monthly, quarterly and annual progress reports of the project/programme and corresponding organization of monthly, quarterly and annual progress reviews for ISA and the client member states.
- Prepare regular reports on the solar energy initiatives undertaken as part of the various project/programme interventions, with a focus on analyzing the impact and outcome of these interventions.

- Responsible for documentation of the experience of capacity development initiatives and preparation of policies and strategies.
- Coordinate and manage all publication activities of the project, including content management, norms for publishing, design, liaison with printers and other suppliers to oversee production and supervision of publications dissemination.
- Organize regular newsletter to various stakeholders, client member states, and create community awareness where appropriate to support various solar energy projects/programme.
- Lead development of ISA information databases and publications, and ensure up-to-date content on solar energy, and regular updates and maintenance.
- Ensure continuous follow-up and report on the project's implementation based on the identified goals and expected results according to the monitoring framework.

ADVOCACY, NETWORKING AND MARKETING

- Develop and implement a knowledge management and capacity development strategy and implementation plan aligned with the outputs of ISA and taking into account internal and external demand for knowledge on relevant programmes.
- Monitor and ensure ISA web pages and ISA partner organizations reflect accurate information, and contribute dynamic content, in close collaboration with the Communications Analyst.
- Responsible for compilation, analysis and dissemination of ISA information products for internal and external audiences (e.g., reports, briefs, charts, infographics, response highlights, advocacy materials), in collaboration with the Communications Analyst.
- Ensure dissemination of key lessons learned and good practices in collaboration with the project/programme teams.
- Establish communities of practice related to the ISA's mandate and/or identify existing networks and communities of practice and facilitates the active participation of ISA programme teams.

DUTIES AND RESPONSIBILITIES

- Provide professional advice, analysis, and information on project needs and capabilities to the consortium.
- Facilitate and advise on advocacy and promotion of Solar energy projects/programme mandate, mission and purpose on capacity development.

STAKEHOLDER COORDINATION:

- Develop and support implementation of a knowledge management and capacity development strategy and implementation plan aligned with the outputs of ISA and taking into account internal and external demand for knowledge on relevant programmes.
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- Promote and support ISA and member state system-wide knowledge management efforts in the context of the solar energy best practices.
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- Promote knowledge management with a view to develop consensus on a common strategic approach for capacity development and a common concept on issues and challenges to be addressed.

OTHERS:

- Perform other tasks related to renewable energy and engage in support of ISA's global and regional solar energy practice as required.



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

- Master's degree or higher in business administration, economics, finance, knowledge management, capacity development and training, renewable energy, civil engineering, or another relevant discipline from an accredited university.
- A bachelor's degree, with four additional years of relevant experience will be considered.

EXPERIENCE

- Minimum of 10 years of demonstrable relevant experience in the technical field of knowledge management and/or capacity building/ training, with at least 3 years of relevant field level private sector project implementation experience.
- Experience in field work in one of the three target regions for ISA (Africa, Asia/Pacific, Latin America) highly desirable.
- Experience in knowledge management and capacity development in the energy sector is highly desirable.

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

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 primarily recruits staff from its member countries. However, consideration may also be given to qualified candidates from signatory and prospective member countries irrespective of nationality. The ISA strives to obtain a staff reflecting its geographical representation and diversity.

ISA offers a competitive international remuneration package (salary and benefits), which includes relocation, installation allowance, dependency allowances, education grant/education travel, medical insurance coverage, staff pension plan, annual leave, and home leave.

ISA aims to become an employer of choice. Consequently, ISA offers internationally competitive salary and benefits.



HOW TO APPLY

Before applying, please check that you can answer yes to all the following questions:

- Do you have demonstrable experience and responsibility for the development of an up-to-date solar energy library and repository of materials, data, publications, and expertise?
- Have you had experience in the development and implementation of capacity development programmes at regional levels?
- Do you have relevant experience in the technical field of knowledge management and/or capacity building/ training, and relevant field level private sector project implementation experience?

If you cannot answer yes to these questions, please do not apply, as we will be unable to progress your application.

If you can answer yes to all the above questions, then please visit isa.oxfordhr.co.uk and complete our online application form. Please provide a CV and cover letter in two different documents, which should be prepared before applying as they will be considered in the application process. The cover letter should be no more than two pages and explain why you are interested in this post and how your skills and experience make you a good fit. The document should be saved in MS Word in the following format:

The document should be saved in MS Word in the following format: Your First Name-Your LastName-Document Name-Date (mmyy) eg, Pat-Jones-CV-062021-ISA or Pat-Jones-CoverLetter-062021-ISA.

TIMELINE

Closing Date:	Monday, 9th August 2021
First stage interviews:	August / September 2021
Final interviews:	September / October 2021

SELECTION PROCESS

All candidates will be notified about the status of their applications. Shortlisted candidates may be required to undertake an additional assessment prior to the final interview.

QUERIES

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email isa-knowledge-management@oxfordhr.co.uk in the first instance.





ABOUT OXFORD HR

Oxford HR operates globally - mainly within the international development and charity sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organisational development consultancy.

Oxford HR has many years of experience in search as well as an extensive network of international development, social sector, corporate, public sector, and academic contacts from across the world. We carry out comprehensive and often international searches designed to meet the specific needs of our clients.

Oxford HR's team members have significant personal experience of working in international development and the social sector as well as the corporate and governmental sectors. We are in a unique position to find and assess talented individuals from a variety of backgrounds.

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