



# LEGAL 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







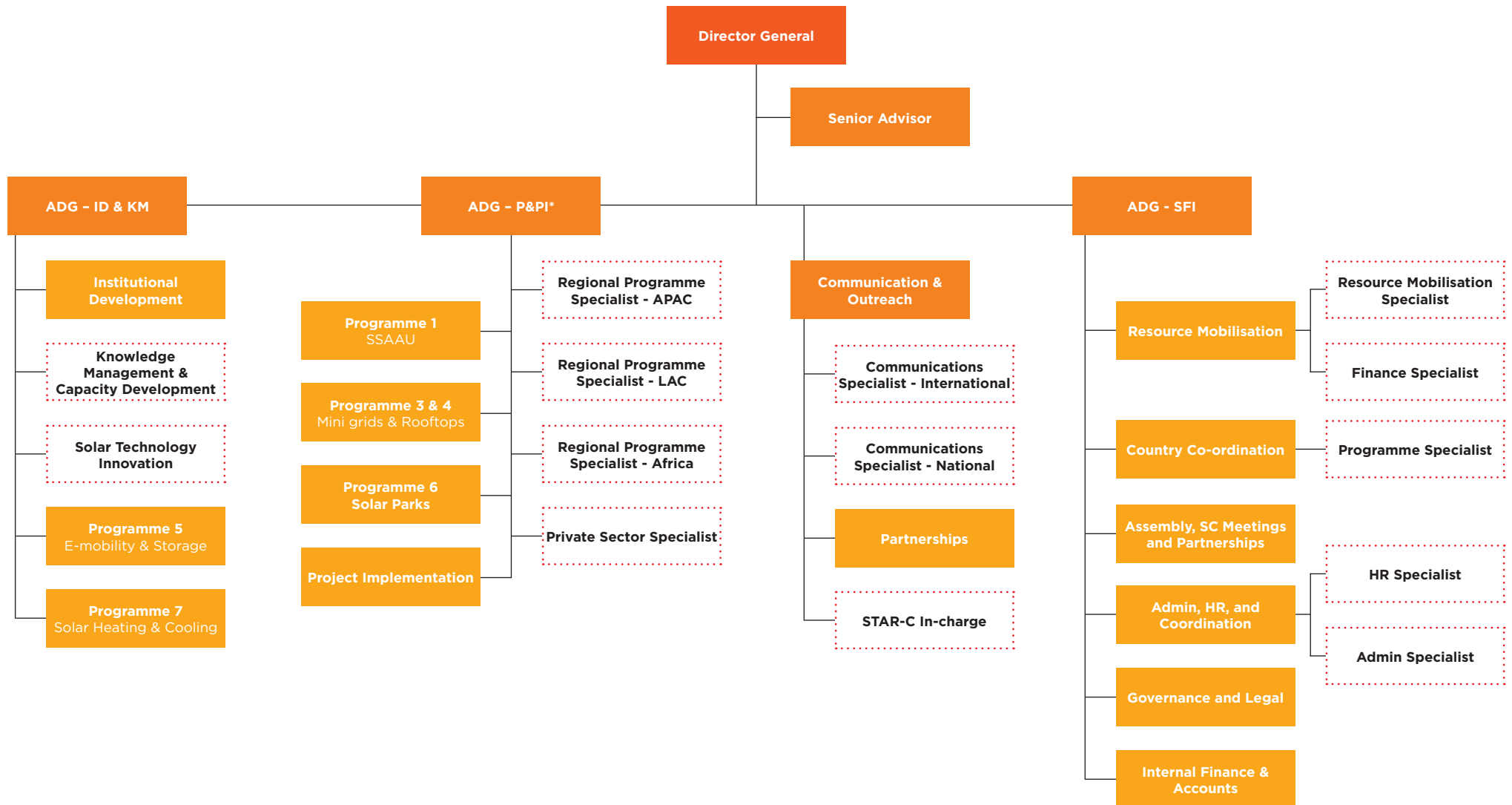
## ABOUT ISA

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

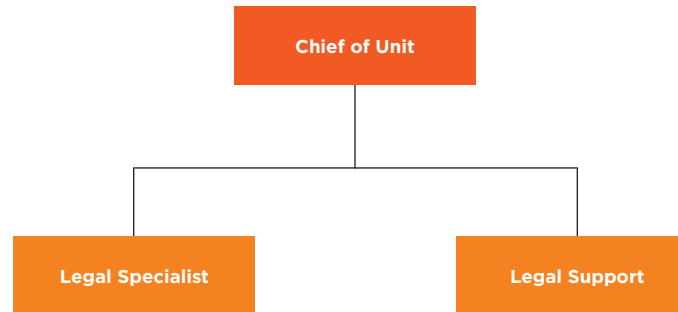


# ISA'S ORGANOGRAM



## LEGAL AND GOVERNANCE

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## THE ROLE

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<b>TITLE:</b>	Legal Specialist
<b>GRADE*:</b>	P3
<b>DURATION:</b>	Two Years, Renewable Contract
<b>DUTY STATION:</b>	New Delhi and Gurgaon
<b>EXPECTED START DATE:</b>	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

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The Legal Specialist will support the ISA through the provision of sound legal advice on all aspects of policy development, governance structure, regulatory compliance, contract negotiation, etc. The Legal Specialist will report to the Assistant Director-General, Strategy.



# DUTIES AND RESPONSIBILITIES

## LEGAL ADVICE

- Advise on legal issues arising in the context of the ISA's governance structure, including drafting and review of relevant documents as well as providing advice on the application and interpretation of the Rules of Procedure of the Assembly and the Framework Agreement.
- Preparation of papers and reports addressing legal, institutional or administrative aspects of ISA activities, including oversight of research and analysis.
- Review any legal issues, complaints and concerns raised by stakeholders and provide advice on how best to address those issues.
- Oversight of legal research to provide response to the business needs and the requests from ISA management.
- Responsible for preparation of briefs, memoranda, and opinions on legal aspects for management on all matters and topics concerning ISA; advising and reviewing all Memorandum of Understanding, Letters of Intent for ISA.

## POLICY DEVELOPMENT

- Participate in various intra and inter-agency working groups and task forces for maintaining international relations, always ensuring that ISA interests are represented in matters relating to policy development, coordination, and harmonization.
- Review and advise ISA on legal implications of internal/external (where applicable) 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.
- Assess existing and emerging policy, legal and institutional issues relating to the deployment of solar technology and applications in ISA Member countries with a view to providing solutions to them, including through monitoring and coordination of the work of external legal consultants where required.

## REGULATORY COMPLIANCE

- Act as Legal advisor/counsel and focal point within ISA and provide interpretation and guidance on the applicable Legal and Compliance(s) and frameworks.
- 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 advice in the development of internal regulations, rules and procedures, and associated policies and processes, and review legal issues arising in connection with their implementation.
- Responsible to analyze and apply ISA Financial, HR and Admin Regulations and Rules, procedures, and policies across all agreements with partners.

## CONTRACT NEGOTIATIONS

- Review, drafting, preparation, negotiation, and finalization of legal, partnership, loan and co-financing and funding agreements/documents with partner entities, ensuring these are in line with ISA rules.
- Brief ISA management and operational staff on issues related to contracting including terms and conditions, contract negotiations, meetings with partners, service providers, vendors, external agencies, etc.
- Review all contracts and any other documentation where ISA has committed itself and assess legal implications that need to be brought to attention of ISA management.
- Set the standard(s), review of and ensure adherence to terms and conditions of all MoUs and agreements especially as related to procurement and consultancy.

## DUTIES AND RESPONSIBILITIES

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### KNOWLEDGE MANAGEMENT

- Facilitates capacity building by providing training on legal and contractual matters at all levels.
- Explain legal implications of regulations, procedures, and policies to all staff and stakeholders, as necessary.
- Facilitate knowledge management and ensure programme, projects and activities are informed by legal framework.

### OTHER

- Support for other duties as may be assigned by the Assistant Director-General, Strategy, in area of work.





## COMPETENCIES

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### 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

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### EDUCATION

- Advanced university degree (Master's degree or equivalent) in environmental law, 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.
- A first-level university degree in combination with 4 additional years of qualifying relevant experience may be accepted in lieu of the advanced university degree.

### EXPERIENCE

- A minimum of eight years of relevant experience in environmental law, climate change and sustainable development related matters, including a background in legal drafting and development of legal and institutional frameworks for environmental management, is required. Experience in working on environmental issues in Small Island Developing States and/or Least Developing Countries is desirable.
- Knowledge of renewable energy sector more broadly, as well as issues relating to access to energy.
- Ability to independently conduct research and analysis, formulate options and present conclusions and recommendations.

### 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

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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 relevant experience in environmental law, climate change and sustainable development related matters, with a background in legal drafting and the development of legal and institutional frameworks for environmental management?
- Can you demonstrate your ability to provide sound legal advice on all aspects of policy development, governance structure, regulatory compliance, and contract negotiation?
- Do you have experience of working on environmental issues in Small Island Developing States and/or Least Developing, in the renewable energy sector, as well as issues relating to access to energy?

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](https://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-legal-specialist@oxfordhr.co.uk](mailto:isa-legal-specialist@oxfordhr.co.uk) in the first instance.







## ABOUT OXFORD HR

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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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**OXFORD HR**  
SEARCH FOR A BETTER WORLD

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**International Solar Alliance**

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**facebook.com/InternationalSolarAlliance/**