



EVENTS AND OUTREACH COORDINATOR

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



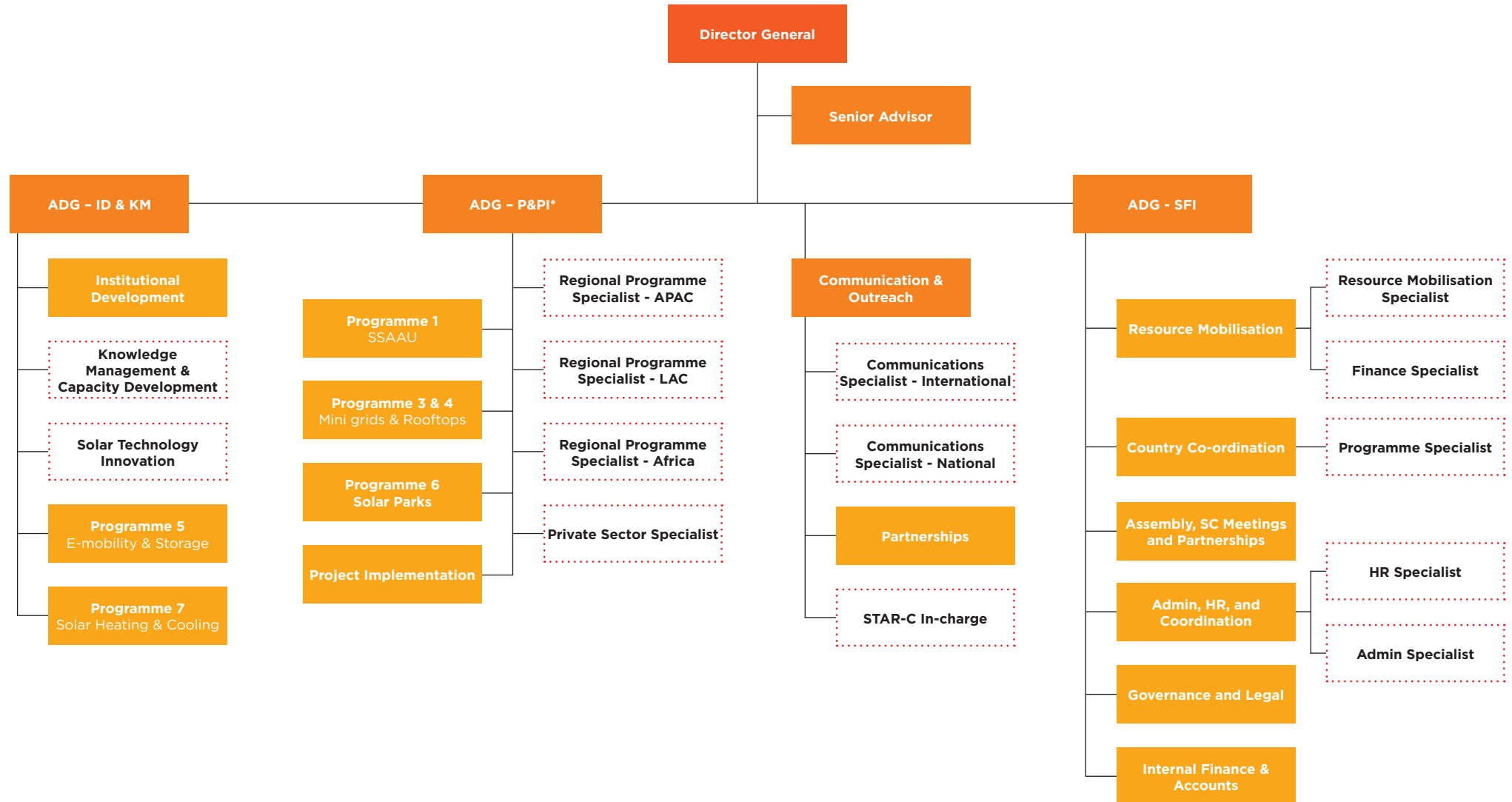
ABOUT ISA

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.

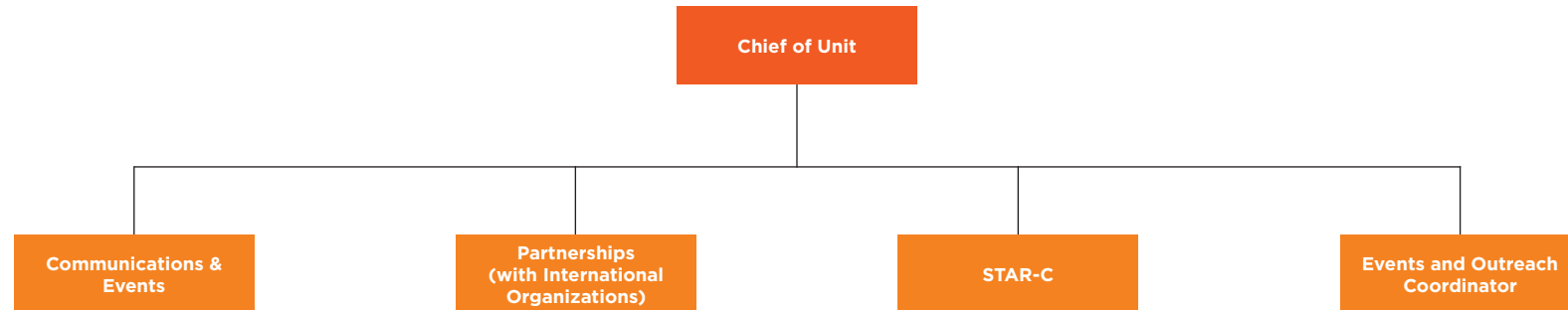
PRESS NOTES



ISA'S ORGANOGRAM



COMMUNICATIONS AND PARTNERSHIPS/OUTREACH



THE ROLE

TITLE:	Events and Outreach Coordinator
GRADE*:	P2
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 Events and Outreach Coordinator, will be responsible for organizing, managing, and implementing all events and outreach activities at the International Solar Alliance. Responsibilities include but are not limited to: event planning and coordination, media outreach and relations, media monitoring, email marketing/outreach, business development, members, partners and stakeholders' outreach and relations. S/he reports to the Chief of Communications.



DUTIES AND RESPONSIBILITIES

EVENT PLANNING AND COORDINATION

- Overall logistical coordination of events of the ISA and implementation of event plans and strategies, coordination with relevant internal and external stakeholders, and communication with external suppliers, including for the Assembly, the Committees, the National Focal Points regional conferences, the Sun-Meets, the UN Climate Conferences (COP), and other international and national events as required.
- For all these events, as required, manage logistical arrangements and support functions, including, as needed:
 - Ensuring that meeting rooms or venues are available for meetings as required, and required audio visual equipment, interpretation facilities, and document distribution are available, following international standard.
 - Administering contracts with external suppliers regarding external venues and other resources in accordance with event budgets and internal procurement processes.
 - Liaising with relevant International Solar Alliance officers on meeting preparations and hold coordination meetings.
 - Managing on-site services during meetings, responding to and managing last minute changes and developments.
 - Coordinating side-events and bilateral and/or informal meetings conducted in the margins of formal meetings.
 - Providing accurate and timely meeting information to meeting participants and International Solar Alliance officers.
 - Overseeing the distribution of relevant documents to meeting participants and International Solar Alliance officers
 - Making and managing travel arrangements (airfares, accommodation, transport, visas, and travel allowances) in a timely manner, including during the event, as needed.
 - Advising meeting participants and ISA officials on organisational

matters relating to meetings and events, including: Scheduling and other procedural matters, designing, printing of invitations, programmes, and registration forms, compiling participant information and database management, assistance in selection/production of the conference kits, including bags/folders, stationery etc.

- Prepare an audio-visual plan for the events/workshops as per the proposed set-up, including identification, design and production of backdrop/s and signage required for the events/workshops.
- Prepare draft documents for the relevant ISA officials for meetings, including draft and final reports, information and working documents, and invitations and logistical updates.
- Assist the Chief of Unit with the preparation of event budgets, including accurately forecasting materials and resources required for the Conferences, Assembly and Sun-Meets as well as for other ad hoc events.
- Compile of all presentations and photographs from the events/workshops.
- Review the actual costs vis-à-vis the budget, including the consolidation and submission of the final bills.
- Conduct pre and post event evaluations and report on outcomes.

OUTREACH TO MEDIA, MEMBERS, PARTNERS AND STAKEHOLDERS

- Research market, identify new event opportunities and generate interest.
- Provide logistical support to publicity, advocacy, knowledge-sharing events, and promotional opportunities for the organization to support advocacy and awareness raising.
- Assist in organization and implementation of joint campaigns/events, if required, with other UN Agencies or any other partner agencies.

OTHER

- Performs other duties as required, 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 in International Relations, Political Science, Administration, Communications Management or equivalent
- A first level university degree in combination with 4 additional years of qualifying relevant experience may be accepted in lieu of an advanced university degree.

EXPERIENCE

- A minimum of 6 years of relevant professional experience in planning, implementation and management of conferences and meetings in an international organisation, is required.
- Demonstrated relevant experience in the drafting and researching of written documentation and communication for conferences and meetings is required.
- Strong analytical, communication, presentation and drafting skills is required.
- Knowledge of diplomatic protocol and procedures related to conferences and meetings is desirable.
- Demonstrated experience in the field of renewable and/or solar energy is 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 professional experience in planning, implementation and management of conferences and meetings in an international organisation?
- Can you demonstrate relevant experience in the drafting and researching of written documentation and communication for conferences and meetings?
- Are you analytical with strong communication, presentation and drafting skills, with knowledge of diplomatic protocol and procedures related to conferences and meetings?

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-events-outreach@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.

OXFORD

46 Woodstock Road

Oxford

OX2 6HT

United Kingdom

+44 (0) 1865 985 457

LONDON

Three Tuns House,
109 Borough High Street,
London
SE1 1NL

United Kingdom

+44 (0)20 7939 7451

AMSTERDAM

Korte Schimmelstraat 12
1053 SZ
Amsterdam

The Netherlands

+31 (0) 621 153 452

NAIROBI

Watermark Business Park
Cove Court,
1st Floor
Ndege Road off Langata Road

Kenya

+254 (0) 797 233 217



OXFORD HR

SEARCH FOR A BETTER WORLD

www.oxfordhr.co.uk | Company No. 6456325



International Solar Alliance

International Solar Alliance Secretariat
Surya Bhawan, National Institute
of Solar Energy Campus
GwalPahari, Faridabad-Gurugram Road
Gurugram, Haryana - 122003, India

Phone: 0124 2853090

Email: info@isolaralliance.org

Website: www.isolaralliance.org

twitter: [@isolaralliance](https://twitter.com/isolaralliance)

linkedin.com/company/internationalsolaralliance/

facebook.com/InternationalSolarAlliance/