



CHIEF OF RESOURCE MOBILIZATION

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





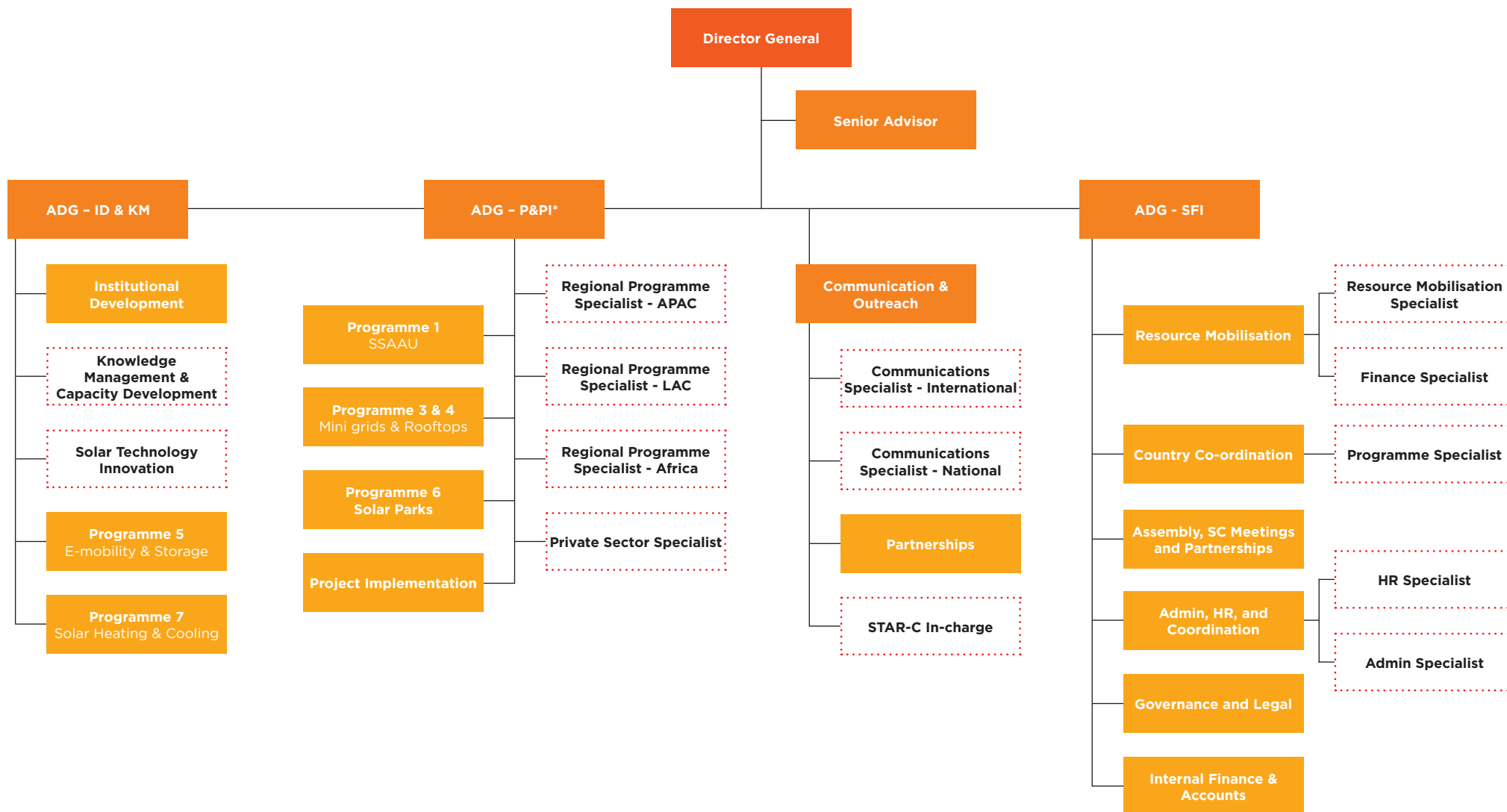
ABOUT ISA

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.

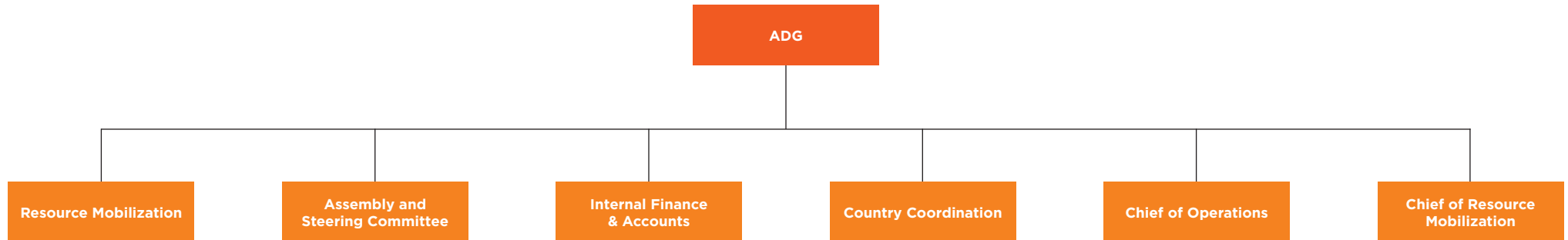
PRESS NOTES



ISA'S ORGANOGRAM



STRATEGY, FINANCE AND INVESTMENTS CLUSTER



THE ROLE

TITLE:	Chief of Resource Mobilization
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 Chief of Resource Mobilization will report to the Assistant Director-General (Strategy and Resource Mobilization) and lead a team of professional (International and National Officer level) and several administrative staff members. The Chief will be responsible for providing expert advice, developing policies, and leading the resource mobilization and fund-raising efforts. S/he will lead the fund-raising efforts to meet ISA mandates and funding goals for support to developing countries, for the implementation of solar projects/initiatives.



DUTIES AND RESPONSIBILITIES

RESOURCE MOBILIZATION AND FUNDRAISING

- Implementation of work programme 'Affordable Finance at Scale' (Article III of the Framework Agreement (FA) of ISA);
- Lead engagement with MDBs, DFIs and IOs, including operationalization of Joint declarations with multilateral development banks, bilateral cooperation funding agencies and other funding agencies.
- Secure financial resources required for the implementation of a specific Programmes along with Chief Programmes and Project Implementation.
- Secure funds for ISA Corpus Fund from public and private sources

MOBILIZING FINANCE

- Prepare and implement ISA secretariat's resource mobilization strategy and business plans in coordination ISA's stakeholders.
- Prepare financial and risk management strategies to determine key functions and assessing required capacity to best position the Secretariat to deliver on its mandate.
- Collaborate with the Senior Management Team in mobilizing public and private finance to develop their programs.

RESOURCE MOBILIZATION

- Lead preparation of funding proposals and related pitch documents for application of external funding.
- Provide advice and support to Assistant Director General and to the Chiefs of Units on securing external funding in a proactive manner.
- Proactively engage with donors (public, private and non-profit) to secure funds for the ISA programmes, projects, and activities.
- Lead establishment of trust funds and negotiate contribution agreements with donors.
- Advise on managing contributions received through prudent portfolio management strategies.
- Provide advice, make presentations to, and respond to requests from Member States.

SUPERVISE AND MANAGE THE STAFF OF THE SERVICE

- Any other specific or strategic tasks and other responsibilities assigned by the Director General of ISA



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 degree) in Economics, Business Administration, Engineering, Management including Energy Management, Public Administration or related discipline required.

EXPERIENCE

- A minimum of 10 years of relevant professional work experience for P4 level in the management of in multilateral fund-raising activities at a major international organization or an international and/or national NGO is required.
- Preference will be given to candidates who have between three to five years of relevant international experience in fund-raising from international public and private sources.
- Experience in trust fund management is also preferred.

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 experience of providing expert advice, developing policies, and leading resource mobilization and fund-raising efforts?
- Have you lead the fund-raising efforts to meet mandates and funding goals for support to developing countries towards the implementation of solar projects/initiatives?
- Do you have professional work experience for P4 level in the management of in multilateral fund-raising activities at a major international organization or an international and/or national NGO, in addition to trust fund management 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-resource-mobilization@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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