



# PROGRAMME SPECIALIST (SOLAR ENERGY), AFRICA

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





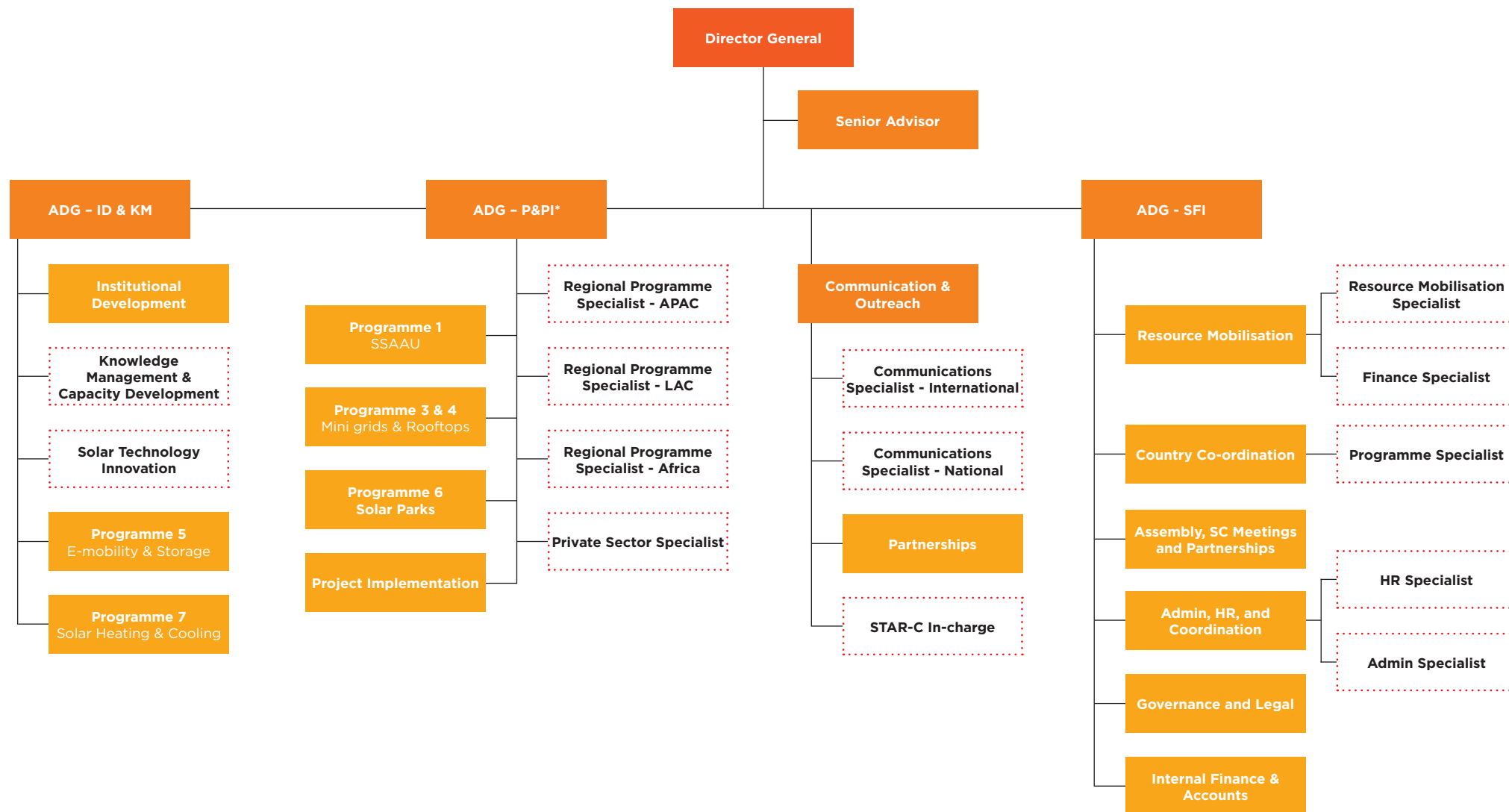
## ABOUT ISA

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

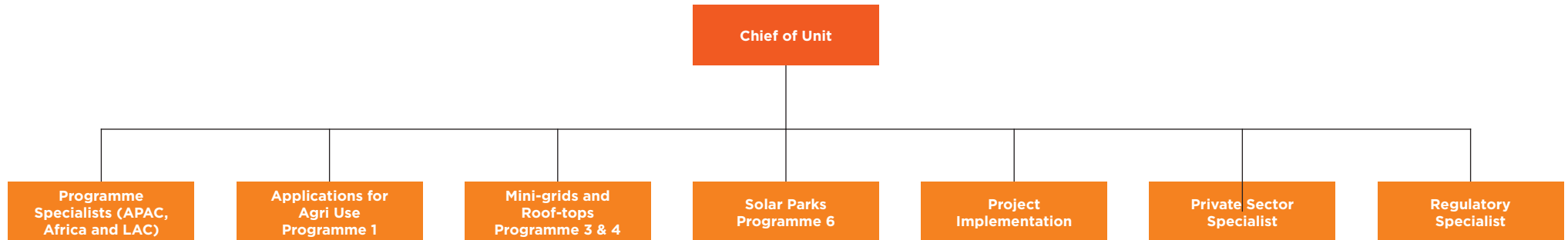


# ISA'S ORGANOGRAM





## PROGRAMME & PROJECT IMPLEMENTATION CLUSTER





## THE ROLE

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<b>TITLE:</b>	Programme Specialist (Solar Energy), Africa
<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 Programme Specialist will report to the Chief of Unit, Programme and Projects Implementation, and be responsible for the identification of strategic programme and project implementation opportunities for ISA in this sector. S/he will support partnership building, the preparation of funding proposals, and organize and participate in meetings and workshops, and provide support to the implementation of existing projects, associated with their respective Region, among other tasks.



## DUTIES AND RESPONSIBILITIES

### SUPPORT THE IMPLEMENTATION AND MANAGEMENT OF THE PROGRAMME:

- Ensure ISA Policies and Procedures are adhered to for efficient project implementation and progress.
- Monitor of the project quality indicators and undertake monthly assurance tasks, in consultation with the Chief of Unit.
- Provide substantive inputs in the preparation of project reports and documents.
- Supporting the project planning process.

### PROVIDE TECHNICAL ASSISTANCE TO PROGRAMME PARTNERS

- Communicate and consult with all stakeholders (member states, ISA partner organizations, private sector).
- Contract management of all contracts (Procurement, HR, Service Contracts etc) under the Project
- Proactively coordinate/collaborate closely with support units on all administrative matters related to contract management.
- Work closely with donor organizations to provide information and facilitate resource mobilization efforts.
- Collaborate closely with the respective team members to complete project assurance related tasks.

### SUPPORT MONITORING AND REPORTING OF THE PROGRAMME

- Draft reports, presentations, project documents.
- Supervise and record standard methodologies and best practices within ISA; identify and show alternative options according to Activity needs.
- Maintain all supporting project financial documents for audit and review processes. Ensure conformity of project disbursement requests with procedures, work plans, and availability of resources for expenditure.
- Coordinate all project and partner meetings as and when required and maintain records of these meetings.

### KNOWLEDGE BUILDING

- Support the compilation of lessons learned as per defined reporting format.
- Lead information flows and coordinate change controls, risk registers and issue management; document lessons learned and standard methodologies.
- Assist and support the dissemination and sharing of standard methodologies and lessons learned for planning and knowledge building.

### OTHER

- Supervise Programme Assistant(s) within the Team, to always ensure work efficiency and quality.
- Perform any other job-related duties 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 degree) in engineering, electrical engineering, energy management, power generation, distribution or transmission, solar or renewable energy, civil engineering, or another relevant field.
- Applicants with bachelor's degree combined with four additional years of relevant experience may be considered.

### EXPERIENCE

- Minimum 8 years of demonstrable relevant experience in the technical area of renewable energy systems, in particular solar energy, energy access, development infrastructure, power generation, electricity transmission and /or power distribution (on and off-grid) in a particular ISA region.
- Relevant experience working with regional/international institutions/private sectors/donors in the sector of renewable energy will be an advantage.
- 2 years of relevant field level project implementation experience in developing countries in the regional 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

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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 demonstrable experience in the technical area of renewable energy systems, in particular solar energy, energy access, development infrastructure, power generation, electricity transmission and /or power distribution (on and off-grid) in an ISA region?
- Do you have field level project implementation experience in developing countries?
- Have you had experience of partnership building, the preparation of funding proposals, and organization of meetings and workshops, and provide support to the implementation of existing projects?

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:

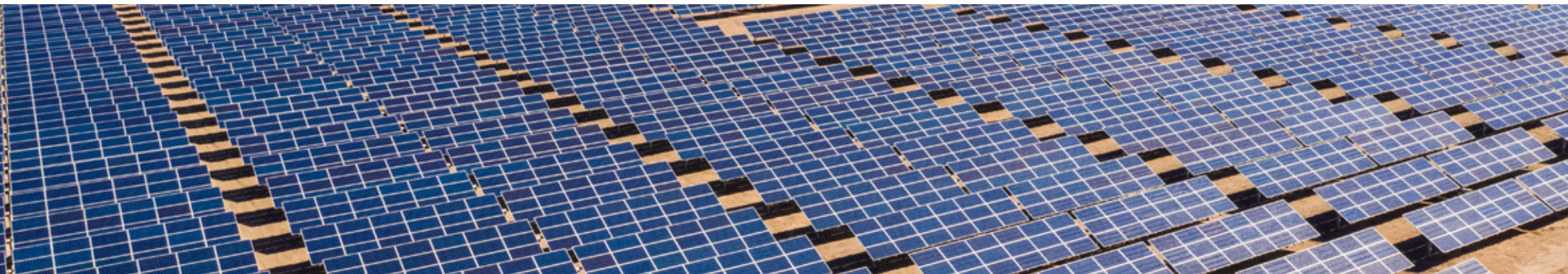
September / October 2021

### 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-ps-africa@oxfordhr.co.uk](mailto:isa-ps-africa@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

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