



**Vacancy Announcement No. ISA-SFI.2022002
Chief of Staff (National Officer)**

Publication Date:

Deadline for Application:

Title:	Chief of Staff
Grade (as defined in the salary scales applicable in the United Nations Common System):	National Officer – Level B (Only Indian nationals will be considered)
Duration of Appointment:	Two years, with possibility of extension (as per ISA Regulations)
Duty Station:	New Delhi/Gurgaon, Haryana, India
Expected date of joining Duty Station:	As soon as possible

Background

The International Solar Alliance (ISA) is an international organization headquartered in Gurgaon, National Capital Region of India with a Representation Office in New Delhi. 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.

The Chief of Staff directly reports to the Director General (DG), ISA to provide timely analytical information, coherent policy advice, working and acting under pressure and with discretion in a sensitive and challenging environment. He/she shall possess excellent communication and organization skills to manage the substantive and normative agenda of the DG's office, to support the implementation of ISA's overall mandate. Actions of the Chief of Staff would have an impact on the overall efficiency and success of the DG'S office, through improvement of overall coordination and ensure timely and effective discharge of duties.

Duties and responsibilities

1. Effective and efficient functioning of the Office of the Director General:

- Support the DG in the performance of his functions; including by the provision of sound policy inputs on issues as appropriate, to facilitate representation with ISA staff at Secretariat;
- Manage the DG's agenda; evaluating and keeping track of important events, meetings and advising him of priorities and critical meetings requiring his presence and making necessary arrangements for his participation including the preparation of papers, policies, etc.;
- Ensure the timely preparation of relevant background documents/materials and the organization of briefings for meetings; ensure the relevant staff are informed and/or called to attend. Assist in the follow-up to meetings, including the preparation of relevant notes and briefing to staff, as appropriate;
- Researches, analyses and presents information gathered from diverse sources in order to organize and prepare written outputs, e.g., draft background papers, remarks and talking points, scenarios, analysis, sections of reports and studies, inputs to publications, etc.;
- Ensure follow-up, as necessary, and monitor implementation of recommendations made by the DG, participate in meetings of ISA Assembly and other entities.

2. Provision of Liaison, Protocol and Communications support to the DG:

- Draft and/or review substantive correspondence as well as edit and clear briefing notes, talking points, meeting notes prepared by others, notes for the file, presentations;
- Maintain close contacts with the ministerial counterparts, ISA focal points at Secretariat/Member States, etc. and bring to the attention of the DG all matters requiring priority attention. Formulate options as to how those matters might be best handled and followed-up, as directed;
- Provide protocol coverage to meetings and events involving the DG and other high-level functionaries/dignitaries at national/international level, both at and away from ISA Secretariat, as well as visits to the Secretariat by high-level national/international functionaries/dignitaries;
- Liaise with ministerial counterparts and other relevant entities for the organization of bilateral meetings of foreign dignitaries with DG;
- Build and maintain relationships across a broad range of national/international stakeholders, including community organisations, senior and middle management, government officials, private sector representatives, international and regional organisations;
- Review incoming and outgoing correspondence and refer it to, and hold consultations with, appropriate units/officers, ensuring prioritization and effective follow-up. Take initiative in drafting and preparing correspondence for the DG's signature;

- Close coordination with senior team/focal points at ISA to ensure uninterrupted support to the DG. Direct responses to inquiries or redirect them to the substantive focal points within ISA.

3. Provision of Management support:

- Manage the planning and organization of the DG's official travel, including the timely preparation of official travel files and background documents by the relevant units as well as prepare or ensure the preparation of official travel reports;
- Proper control of the documents for payments and approval, review of Financial and other reports.

4. Facilitation of Knowledge Building and Management:

- Regular, relevant contributions to knowledge networks and communities of practice;
- Organization of trainings to ISA staff on coordination, administration protocol and other relevant issues;
- Provides substantive backstopping to meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.

Perform such other duties as may be assigned, 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 (Master's degree or equivalent) in one or more of the following disciplines: social sciences, political science, international relations, business administration or management, public administration, or other related fields.
- A first level university degree in combination with 2 additional years of relevant qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required-

- A minimum of 2 years of relevant work experience in supporting the executive for planning and coordination, development operations, coordination and/or programme/project management.

Preferred-

- Experience working with UN system or multilateral organization.
- Specific relevant experience managing an Executive Office.

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

Qualified candidates must apply for the above-mentioned vacancy on-line, through ISA's portal. Any applicants who have difficulties applying through the online portal should immediately contact the ISA secretariat at recruitment@isolaralliance.org.

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 maintains a retirement age of 65 years.

Please note that only candidates under serious consideration will be contacted for an interview and will receive notice of the outcome of the selection process.

The ISA retains the right to cancel the selection process if it is determined in the best interest of the Organization.

The ISA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names, and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

In addition to the salary, the ISA will provide the following allowances to the selected candidate:

- a. Dependency allowances (for eligible spouse and up to 3 children)*
- b. Annual and sick leave (Annual leave accredited at 2.5 days per month)*
- c. Health insurance premium contribution (as per ISA rules)*
- d. Pension/Provident Fund contributions (as per ISA rules).*
- e. Income tax reimbursement (the ISA provides for national income tax reimbursement upon proof of payment)*