



**Vacancy Announcement No. ISA-SFI.2022001  
Resource Mobilization and Financial Specialist (National Officer)**

**Publication Date:**

**Deadline for Application:**

**Title: Resource Mobilization & Financial Specialist**

**Grade** (as defined in the salary scales applicable in the United Nations Common System): **National Officer – Level C** (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:** **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 Resource Mobilization & Financial Specialist directly reports to the Chief of Resource Mobilization to support the fund-raising efforts to meet ISA mandates and funding goals for support to developing countries, for the implementation of solar projects/initiatives. The Resource Mobilization & Financial Specialist will provide support and lead in the engagement with MDBs, DFIs, UN agencies and climate funding entities, for conceptualization, incubation and operationalization of new financial instruments, like blended financing risk mitigation facility, solar bonds, etc, in partnership with MDBs, DFIs and climate funding entities, like the Green Climate Fund and others.

## **Duties and responsibilities**

### **1. Support for Implementation of Resource Mobilization Strategy:**

- Support for implementation of ISA secretariat's resource mobilization strategy and business plans in coordination ISA's stakeholders;
- Support preparation of funding proposals and related pitch documents for application of external core and non-core funding;
- Support in engaging with donors (public, private and non-profit) to secure funds for the ISA programmes, projects, and activities;
- Support establishment of trust funds and negotiate contribution agreements with donors;
- Elaboration of the framework and conditions of contributions within the resource mobilization efforts of ISA Secretariat;
- Monitoring of cost-sharing contributions;
- Advice to ISA Staff on different donor reporting requirements; monitoring of financial reports to be submitted to donors;
- Financial analysis and oversight support for resources managed by ISA Secretariat;
- Coordinate regular reporting on progress against various core and non-core funds received from different donors.

### **2. Support implementation of ISA's Programme on Affordable Financing at scale:**

- Support and lead in the conceptualization, incubation and operationalization of new financial instruments, like blended financing risk mitigation facility, solar bonds, etc, in partnership with MDBs, DFIs, UN agencies, private sector players, and climate funding entities, like the Green Climate Fund and others;
- Coordinate preparations of ISA's Investment Mobilization Roadmap and Investors' series projects for scaling-up financing;
- Coordinate engagements of ISA, including for mobilizing financing for implementation of various programmes and projects, with MDBs, DFIs, UN agencies and others;
- Coordinate implementation of ISA's private sector engagement strategy.
- Support in implementation of ISA's partnership strategy.

### **3. Facilitation of knowledge building and knowledge sharing:**

- Organization/conducting of training for ISA Staff on resource mobilization and financial instruments;
- Synthesis of lessons learned and best practices in resource mobilization and financial instruments;
- Regular, relevant contributions to knowledge networks and communities of practice;
- Provide regular inputs to ISA's advocacy efforts on issues related to resource mobilization.

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 degree) in Economics, Business Administration, Carbon Finance or Energy Management, Public Administration or related discipline required.
- 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 5 years of progressively responsible professional work experience in resource mobilization, development of partnerships, network-building, and advocacy.
- Relevant experience of working in an MDB/DFI, UN agency/ies, multilateral climate fund/s, and private sector.

**Preferred-**

- Experience working with national/international bilateral partners on development projects/programmes.

**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.
- Satisfactory skills in Outlook, MS Office products 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](mailto: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 contributions (ISA will contribute a lump sum payment equivalent to UN common system rates (15.8% of net salary).*
- e. Income tax reimbursement (the ISA provides for national income tax reimbursement upon proof of payment*