



Vacancy Announcement

Publication date:	08 October 2021
Deadline of Application:	15 October 2021
Post:	Sr Consultant Corporate Planning and Strategy
Duty Station :	ISA Secretariat, Gurugram, Haryana, India
Type of Contract :	Individual Contract (National)
Languages Required :	English
Duration of Contract:	One Year
Remuneration:	Negotiable

Background:

The International Solar Alliance (ISA) is a member-led multi-lateral institution that serves as a 'platform-of-platforms' seeking to create effective and sustainable markets and political commitments for deployment of solar energy systems globally, with a strong focus on sunshine rich Least Developed Countries (LDCs) and Small Island Developing States (SIDS). By leveraging a unique political opportunity to empower developing and emerging economies, the ISA promotes a transition to clean energy that is truly global, while simultaneously advancing principles of economic development and social equity. The ISA seeks to facilitate the mobilization of USD 1,000 billion as investment for a massive deployment of solar energy technologies and expansion of solar markets. This would help achieve three different but interlinked objectives – i) promoting a clean energy transition; ii) enabling energy access and energy security, and iii) delivering a new economic driver for all countries.

The ISA is embarking on a trajectory towards rapidly achieving its objectives. To this end, ISA has formulated its Strategic Plan for the next five years which focuses on setting up of mechanisms and frameworks that would be instrumental in the deployment of solar energy in all corners of the world. Keeping in line with its strategic priorities, the organizational structure of the ISA Secretariat has been reshaped into three major clusters – a) Knowledge Management & Institutional Development; b) Strategy, Finance & Investment, and c) Programme and Project Implementation, each led by a respective Assistant Director General.

Duties and Responsibilities:

The Senior Consultant (Corporate Planning and Strategy) will directly support the ISA's Director-General and work closely and administratively report to the Assistant Director-General (Strategy). She/he will be responsible for ensuring the integrated and coherent functioning of the ISA Secretariat. To this effect, the Senior Consultant will assist in overseeing the core mechanisms and processes that enable the integrated delivery of ISA's mandate particularly in strategic and operational planning, policy and co-ordination, senior-level decision-making, and information management. The Senior Consultant may be requested to perform other relevant duties, as required.

The detailed Terms of Reference are provided below:

- Act as direct support to the ISA's Director General and assist in decision making.
- Assist the Director General in meetings, both in person and over virtual platforms with internal and external stakeholders
- Assess inquiries directed to the Director-General, determine the proper course of action and delegate the responsibilities to appropriate individual / team
- Prepare presentations, concept notes, / and other similar documents on behalf of the Director-General
- Advise the Senior Management at ISA in decision-making, programme management, and implementation
- Act as a liaison between Director-General ISA and the Senior Management to ensure effective and prompt communication
- Monitor the execution and integrated management of all activities under ISA programmes to ensure coherence with the strategic plan of ISA and guidance received from the Director General
- Support the Senior Management at ISA in planning and strategy activities
- Convene the Executive Decision and Management (EDM) meetings and serve as the focal point at ISA for all planning and strategic issues
- Review the organization structure, design, and execute improvement plans, identify any gaps in knowledge and skills and help address them
- Improve current processes and coordinate organizational procedures for optimized efficiency and productivity

The Senior Consultant shall serve the ISA on contractual basis, initially for a duration of one year, which may be further extended at the discretion of the Director-General. During this tenure, the ISA Secretariat shall pay a emolument suiting the profile and experience of the individual selected for this consulting contract.

Eligibility:

Education: Advanced university degree (Master's degree or equivalent degree) in Economics, Business Administration, Engineering, Management or related discipline required.

Experience: A minimum of 8-10 years of relevant professional work experience in public policy, corporate planning and strategy, and working directly with senior management at a national or international organization is required. Experience of working in a multilateral organization, like UN or MDBs is required. Experience of working with multiple stakeholders, including public and private sectors, and multilateral organizations is preferred.

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.

Communication: Speaks and writes clearly and effectively; able to interact with senior government and private sector leadership; 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; ability to disseminate information through online platforms, social media and traditional methods.

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.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Deadline:

All applicants are requested to send their applications along with the latest CV to on or before 12 midnight (IST) of 15th Oct. 2021. Shortlisted candidates will be contacted.

Duration- One Year

Working arrangements- The consultant will be required to work both remotely and at the ISA secretariat during this assignment. For any official travel, support will be provided as per ISA regulations and procedures.

Remuneration:

The remuneration will be as per ISA's HR Rules. The remuneration negotiable depending upon the suitability.

In case you have the expertise and feel that you are an expert in the area mentioned above and are medically fit, you are requested to please send your resume to recruitment@isolaralliance.org on or before 15.10.2021.

Exit Clause: The job will be offered on probation for month week. If the performance of the candidate is not up to the expected level, ISA may terminate the service by giving one week's

written notice. The candidate will also have the choice to submit resignation by giving one month's notice.

Languages

English is the working language of the ISA Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Working environment

The ISA has a liberal policy of permitting to work from home so far as they confirm to work from home protocol. The ISA encourages women to apply.

Integrity check

While submitting your application please indicate 3 references. In case the candidate is selected reference checks will be done prior to the appointment.