



Vacancy Announcement

Publication date:	08 October 2021
Deadline of Application:	15 October 2021
Post:	Sr. Consultant-Fund Management
Duty Station :	ISA Secretariat, Gurugram, Haryana, India
Type of Contract :	Individual Contract (National)
Languages Required :	English
Duration of Contract:	Six Months
Remuneration:	Negotiable

Background:

The International Solar Alliance is an inter-governmental organization headquartered in Gurgaon, India. The vision and mission of the International Solar Alliance 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 ISA Member Countries in a safe, convenient, affordable, equitable and sustainable manner. For further information about ISA, kindly refer ISA website- <https://isolaralliance.org/>

The consultant is required for assist in setting up internal system and procedures at the ISA secretariat for administrative and financial management of projects. The key elements of such system include, inter alia:

Duties and responsibilities:

Grant management

- Preparation of financial proposal and technical documents
- Submission of proposals and tenders
- Review of grant agreements for projects sanctioned by different donors
- Complying with various requirements of grants
- Managing project consortium and partners
- Preparation of documents and agreements with partners and sub-grantee
- Preparation of invoices and documents
- Follow up with and Collection of payments from donors
- Keeping track of expenditure in accordance with budget
- Management of funds based on the terms and conditions as defined by the respective donor
- Distribution of funds to sub-grantees/sub-contractors/partners/consultants etc
- Keeping track of funds distributed to project partners and their management of funds

Assist in liaising with sponsors/donors - Acting as an interface between donors and project execution team.

Preparation of fund utilization certificates, financial reports and other related documents as per donor's requirements and policies.

Managing and dealing with due diligence of the organization

Managing internal and external audits of projects and responding to auditor's queries

Closure and complying with closing procedures

Documentation procedures of project documents

Preparation of MIS reports of projects for submission to ISA's Senior Management

Assist in securing accreditation with global climate funds and due-diligence clearance from donor agencies.

The consultant will work closely with Internal Finance and Accounts team and Admin team to develop and implement the above-mentioned system and process. During the consulting assignment, the consultant will report to ADG, Strategy and Resource Mobilisation.

Duration- Six months

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.

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 15-20 years of relevant professional work experience in the management of in multilateral fund-raising and fund-management activities at a major international organization or an international and/or national NGO is required. Experience in trust fund management is also 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.

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.