



Vacancy Announcement

Advisor - Operations (Consultant)

Publication Date:	17 June 2021
Deadline for Application:	30 June 2021 (at midnight IST)
Title:	Advisor
Grade:	Consulting Contract
Duration of Appointment:	Six months (with a possibility of extension)
Duty Station:	Gurgaon, Haryana, (Delhi) India
Expected date of joining:	As soon as possible, with option to work remotely depending on the pandemic situation.

Background:

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.

Duties and Responsibilities:

Under the supervision of the Senior Advisor to the Director General and the Assistant Director-General (Strategy), the Advisor (Operations) will be responsible for the following duties:

- a. Organizational and Human Resource structures and processes – working with the Management team and a small group of staff members, assess the current situation and recommend structures and processes consistent with the ISA's mandate, and taking account of the ongoing implementation of the strategic plan. Integrate the structures and processes with the development of a culture within ISA.
- b. Provide and undertake, in consultation with the Management team the organization and human resource plan and its implementation of (a) above.
- c. Current Rules and Regulations – set up the needed organizational and human resource manuals, documents, internal procedures and associated procedures required to ensure that ISA's administrative governance systems can be implemented in a cost effective and efficient manner. Implementation of improvements to be developed in consultation with the Management team, and others as required. The current Manual of Regulations, including Financial, Procurement, and Administrative Rules, Regulations, and Procedures, will be reviewed within the framework and suggestions for improvements will be developed.
- d. Resource Mobilization – assist the team in developing internal processes and systems improvements for receiving donors' funds from philanthropic, public, and private sources.
- e. Project Implementation – develop and guide institutional structures, internal and external processes and systems improvements for transfer of funds to external entities (including member countries) for implementation of programmers, projects, and activities.
- f. Advise on the requirements and needs for the ERP-type system and its implementation.
- g. Advise the administration, HR, and procurement teams to ensure that they are cost effective and enhance their contribution to the institution's performance.
- h. Maintain flexibility in the approach to advisory services; advisory work will be within an agreed framework, with collaboration amongst the various parties, with actual outcomes during the period:

Eligibility and experience requirements:

Education: Advanced university degree (Master's degree or equivalent or higher) in human resources, business administration, public administration, financial management, economics, or related discipline required.

Experience: A minimum of 20 years of experience of working in and advising international organization/s, including at senior management levels on administration, operations, and HR functions and issues.

Contract duration: Maximum of ten days per month for a period with remote working modality and full-time for the period of working at the ISA secretariat. The total duration of the consulting assignment is for six months, with a possibility of extension, if required.

Languages: 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 (e.g. French, Spanish and Arabic) would be an advantage.

Selection Process:

The candidates under consideration will only be contacted for virtual interaction. The engagement will be for a period of six months, which is renewable depending on performance. While submitting your application please indicate 3 references. In case the candidate is selected reference checks will be done prior to the appointment. 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. The job will be offered on probation for one month. If the performance of the candidate is not up to the expected level, ISA may terminate the service by giving one month's written notice. The candidate will also have the choice to submit resignation by giving one month's notice.

Payment terms: Daily rate for the period of remote working and monthly rate for the period of working at the ISA secretariat will be decided based on qualification and experience of the selected candidate. Payment will be made on monthly basis on submission of the timesheet and satisfactory deliverables.

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 with subject line – 'Advisor – Operations' on or before 30 June 2021.