

PROGRAM SPECIALIST (NOC¹) - GOVERNANCE

Your New Organisation

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. Thereby, help ISA Member States to meet their energy needs in a safe, convenient, affordable, equitable and sustainable manner.

Your New Role

A vacancy has arisen for a **Program SPECIALIST** (Governance) to join our busy global secretariat to help drive our country partnerships through effective governance practices and realise our strategic vision for a just energy transition. This role reports to the Chief of the Governance Unit and shall lead a variety of tasks including Assembly, and Regional Governance engagements, country partnership(s), membership expansion efforts for the ISA, and the logistical and administrative procedures involved in the effective coordination of the events related to the above. The role also carries a mandate to support operationalising the country partnership framework. As a highly experienced professional you will work closely with the Chief of the unit on a day-to-day basis, delivering on strategies that shape and implement the unit's work plan. This would mean that you will consistently meet our ongoing governance needs ensuring the governance activities fully support ISA's member states.

Your Broader Scope of Work (but not limited to)

1. The Officer shall support the deliverables under the Governance, Partnerships unit at the ISA. officer shall provide support with Governance body meetings, ISA events including international events including preparation of the agenda, coordination support, working documents, briefing and background notes etc. with relevant stakeholders.
2. The officer shall support outreach, communication, and other activities with representatives from Members, non-Members, partners, corporate partners, and other relevant stakeholders.

Your Broader Role Responsibilities

1. Play a lead role in the successfully conduction of the ISA Governance body meetings through (including, but not limited to), leading logistics & communication support, brief(s)/talking points, background notes, agenda notes, draft letters, presentations, talking points, database of member/prospective member countries & partner/other organisations, and the preparation of meeting summaries and reports.
2. Supporting the ISA's strategic international engagements and technical sessions/webinars including, but not limited to, logistical support, summary reports of meetings, communication material such as agenda, background notes etc.
3. Administrative support with the operationalisation of the Country Partnership Framework of ISA encompassing, inter alia, liaising with international/local stakeholders, readiness assessment of member countries, development of the implementation strategy and annual workplan.
4. Liaising with the ISA member and prospective member countries including potential donor countries for ISA programmes, activities, and initiatives.
5. Support the development and implement partnership approaches to engaging national level stakeholders (the agreement) on Country Partnership Framework(s) in the ISA member countries.
6. Supporting the Chief of the unit and or the Supervisor on any other matter relevant to the business unit.

¹ Open to Indian Nationals only

What you will need to Succeed

Education:

- A Master's degree in law/economics/political sciences/social sciences/business administration
- A bachelors degree with an addition 3 years of professional experience may also be considered

Professional Experience

- At least 5 to 7 years of experience in governance, and broad government-partnership(s)
- Proven experience in implementing strategy for government, public-sector bodies, and multilateral intuitions.
- Proven experience of dealing with complex environment and delivering under tight timelines
- Excellent analytical, verbal and written communication skills
- Excellent interpersonal skills, energetic and collaborative

Languages

Fluency in English (both oral and written) is required.

Your Place of Work (if successful with the recruitment process)

This role will be based out of the Secretariat of the ISA, Gurgaon, Haryana State, India.

Your pay and benefits

The ISA offers a competitive remuneration package (salary and benefits) guided by the UN Common System; the ISA aims to become an employer of choice. Consequently, ISA offers competitive salaries and benefits.

At ISA, we value a diverse, inclusive workforce and provide an equal employment opportunity for all our employees and applicants. We will consider all qualified applicants without regard to an individual's race, colour, gender/gender expression/orientation, and religion.

The ISA seeks to obtain and retain staff that reflects its geographical representation and diversity and primarily prefers and recruits staff from its member countries. The ISA maintains a retirement age of 65 years.

Further information on the recruitment process, the guidelines, etc, can be found under the weblink:
<https://isolaralliance.org/careersatisa/vacancies>

Applications close: 20 May 2024

Please apply in confidence by email: careers.isa@talenttribeconsulting.com