# Vacancy Announcement
## IT ANALYST

| | |
|---|---|
| **Publication Date** | **25 June 2024** |
| **Application Closing Date** | **25 July 2024 at 12 midnight IST** |
| **Title** | **IT Analyst** |
| **Grade** | **NOB\*** (This position is open to Indian Nationals only.) |
| **Duration of Appointment** | **2-year contractual role** (mutually renewal subject to ISA terms and conditions.) |
| **Duty Station** | **International Solar Alliance (ISA) Headquarters, India** (the ISA Secretariat in Gurgaon, or at the ISA's facility in Delhi, India or any other facility deemed necessary by the ISA.) |
| **Expected Date of Joining** | **As soon as possible** |
| **Web-link** | **https://isolaralliance.org/careersatisa/vacancies** |

**We are at the cusp of creating history through steering the globe out of its fossil fuel dependency! Can you help lift our organisation's IT infrastructure, operations, processes, solutions and management capability to enable our people to do what they do best? Deliver amazing Stakeholder experiences? Support our growth, and increase the value for our member countries? And do it all in such a way that it is completely sustainable for ISA and our IT practices. Then please read on….**

**ISA is looking for professionals with a 'Can do' attitude, who are skilled, proficient, competent, can contribute, strive, thrive and excel with the organisation. We are looking for a dynamic individual who can lead ISA's IT operations from the front and take the sole responsibility for ensuring the IT systems runs seamlessly.**

## Your New Organisation

The International Solar Alliance (ISA) is an international organisation, co-founded by France and India. The ISA is a 119-member-state organisation, headquartered in Gurgaon, National Capital Region of India. At ISA, we strive to transition and transform the energy sector from a fossil-based to a zero-carbon solar energy source. We are establishing a dedicated cooperation platform among solar-rich countries where the global community, including bilateral and multilateral organizations, corporations, industries, and other stakeholders, can positively contribute to the transition to solar energy. We are helping our Member States meet their energy needs in a safe, convenient, affordable, equitable, and sustainable manner.

## Your New Role

The IT Analyst role will be reporting to the Chief of Unit - Operations (COO) or a designated officer, this position brings with it all from being ISA's lead IT visionary to the real time IT guru. One of the key objectives of the ISA is to provide an Information-exchange facility between its member countries and the responsibility of the ISA Secretariat is to facilitate this exchange. You will be responsible for both internal (ERP system, data bases, operational office software and equipment) and external information technology capacity of the ISA.  You will

work closely with ISA's stakeholders, Leadership, Secretariat and others in the tech practices to ensure ISA has secure, reliable and scalable solutions for all its IT needs.

## Your Scope of Work (including but not limited to)

- Analysis of the existing information system
  - ➢ Review the state of hardware, system, application and special software, for both IT and non-IT staff, the cost of functioning, the utilization of existing resources.
  - ➢ Assess the quality, timeliness, adequacy of the quantity, and manner in which information is presented/available both internally and externally to stakeholders.
  - ➢ Provide leadership for the continued implementation of the organization mandate.
- Proposal of Technical solutions
  - ➢ Based on the analysis of the current state of the equipment and equipment available at ISA and taking the latest development of software and hardware tools and technology, propose a robust, fail-safe and future proof system.
  - ➢ Develop a suite of Standard Operating Procedure (SOPs) for various activities undertaken by ISA, as mentioned below (this list is not exhaustive):
    - o Policy on Current and future domain Name server
    - o Creation and updating of Website
    - o Creation, updating and retrieving of information from Database on Cloud
    - o Conducting of Webinars
    - o Conducting of International Meets in physical as well as in virtual format.
    - o Availability of Info Media help desk for ISA member countries
    - o Information Bulletin Board
    - o Policy on generating, retaining and deleting email account.
    - o Procurement of hardware and software solutions.
- Design/Maintenance of data bases
  - ➢ Design/development of a comprehensive data base on all the major activities of ISA
  - ➢ Design/development of a database driven website having all the state-of-the-art features
  - ➢ Design/development of a repository of all multimedia files like video, PowerPoints, voice-based addresses for easy referencing.
- Provision of technical support
  - ➢ Creation of a Collaborative Computing Environment on Cloud
  - ➢ Creation of a work-flow based file management system
  - ➢ Design/development of a Dashboard on activity-wise, officer-wise, country-wise etc.
  - ➢ Integration of partner organizations with the existing ERP system.
- Knowledge Management
  - ➢ Identification and promotion of different systems and applications for optimal content management, knowledge management and sharing, information provision.
  - ➢ Organization of training for the ISA staff on IT issues.
  - ➢ Synthesis of lessons learned and best practices directly linked to IT management.
- Any other duties assigned in area of work

## Education

- Advanced university degree (Master's degree or equivalent) in Computer Science, information technologies or relevant technical science, ability to operate and maintain network, computer, telecommunication, and other office equipment;
- Certificates from the reputed organizations will have an added advantage;

- A first-level university degree in combination with 2 years of additional relevant experience may be accepted in lieu of the advanced university degree;
- Excellent knowledge of computer hardware, LAN, WAN, VLAN networks and peripheral equipment;
- Professional knowledge of MS Windows Server OS, MS Windows 8-10, MS Office 2007-Office365,
- E-mail technology and protocols, professional knowledge of MS Active Directory;
- Professional knowledge of setup video-audio conferences

## What you will need to succeed

**We really want to speak with professionals who have real world experience working in an agile and fast paced environment with demonstrated ability to quickly re-align priorities while working towards the long term goals of the organization. Additionally, you should be able to clearly showcase;**

- **More than 5 years of relevant experience in a IT Lead role and of evaluating information systems.**
- Outstanding communication skills, and the ability to influence, and build strong relationships and trust with technical experts, and senior business stakeholders.
- Proven ability to lead teams of diverse staff; training and develop staff; evaluate and conduct performance management; provide vision and direction to a team and lead the team to undertake innovative work. Give and share credit with individual/ team members' accomplishments and accept responsibility for team performance. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- Ability to work collaboratively with colleagues to achieve organizational goals; take inputs by genuinely valuing others' ideas and expertise; willingness to learn from others; placing team agenda before personal agenda; supporting and acting in accordance with final group decision, even when such decisions may not entirely reflect own position.
- Ability to plan and organize assignments. Identifying priorities and adjusting assignments as required. Allocating appropriate amount of time and resources for completing work. Working and meeting deadlines. Demonstrates high degree of autonomy in the discharge of assignments.
- Strong skills and experience in information systems and cyber security.
- A good understanding of traditional database technologies and large-scale enterprise systems (e.g. SAP ERP) and also the latest cloud based data technologies (e.g. AWS solutions).
- Relevant working experience in an international organization would be preferred.
- Good to have knowledge and or experience or good understanding of data visualization tools (e.g. Power BI, Tableau).

## Languages & Basic 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. Knowledge of other languages (i.e., French, Spanish and Arabic) would be an advantage. Competency in Outlook, MS Office products, and experience with the various ERP systems required to manage this role is required.

## Your pay and benefits

ISA offers a competitive remuneration package (salary and benefits) guided by the UN Common System; ISA aims to become an employer of choice. Consequently, ISA offers competitive salary and benefits.
In addition to the salary, ISA will provide the following allowances to the selected candidate:

- Dependency allowances (for eligible spouse and children as per ISA Manual of Regulations)
- Annual and sick leave
- Health insurance premium contribution as per as per ISA Manual of Regulations

- Pension contributions (ISA will contribute a lump sum payment equivalent to UN common system rates (15.8% of net salary).
- Income tax reimbursement (the ISA provides for national income tax reimbursement upon proof of payment

**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 regarding an individual's race, colour, gender/gender expression/orientation, and religion.**

ISA seeks to obtain and retain a staff reflecting its geographical representation and diversity and as such, primarily prefers and recruits staff from its member countries. ISA maintains a retirement age of 65 years.

For more details about our policies and practices you can refer to our website **International Solar Alliance (isolaralliance.org)**

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

**Your application should include a cover letter no more than 2 pages and your CV.**

(* https://info.undp.org/gssu/onlinetools/SalCalcLocal/SalCalcLocal.aspx )

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.

ISA retains the right to cancel the selection process if it is determined in the best interest of the Organization.

*\*\* 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. ISA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. If you receive a solicitation for the payment of a fee, please disregard it.*