

**Invitation of Applications for Web Content Assistant (part time)
at International Solar Alliance (ISA) Headquarters, Gurugram India.**

ISA is an Intergovernmental International Organization with Headquarters in Gurugram, India invites applications for Web Content Assistant to create and edit content for online newsletters, blogs, articles, social media, and ISA website. Following is the Scope of Work:

Web Content Assistant Responsibilities:

- Will go through the webpage daily and bring to the notice of the Communications and IT officers any editorial suggestions for improvement of ISA website. Will update the contents of ISA website daily so that the world outside sees that the contents have been visited upon and updated on a day to day basis.
- He/She will report on missing content on the ISA website, if any.
- Prepare a cyber coffee book that will capture ISA's history since 30th November 2015. Will also make continuous upgradation of cyber coffee book for ISA in an ultramodern manner, with necessary photo-editing.
- He/she will be responsible to capture and preserve the videos and photos of all events and chronologically record the same, including uploading of Assembly sessions once the report has been accepted in the Assembly. The signature events and photos and videos of such events, such as of the COP 21, Foundation Day and COP-22 events, where ISA FA was opened up for signature, will be uploaded and preserved in an independent and appropriate manners.
- Experience and exposure in media companies will have a preference.
- She/He will report to Senior Consultant, IT, at the ISA secretariat.

Web Content Assistant Requirements:

- Post graduate in any subject
- Three years of work experience in media related domains or other relevant organizations
- Hands-on experience in Word, Windows, Excel, Power point, Velocity (for video editing or equivalent), Photoshop, Adobe premiere, Hosting / anchoring, Script writing for cyber coffee book etc.
- Experience in making a virtual library of an organization's past and present events.

Remuneration: The consulting contract will for Rs 2000 for maximum 20 working days per month.

Duration of work: part-time for one year (Renewable on need and availability of budget)

Deadline: Interested applicants are requested to send their applications along with the latest CV to Mr. Sudhakar Upadhyay, Administrative Officer email : Sudhakar@isolaralliance.org and copy to Ms. Archana Bhardwaj, Programme Officer (HR) Email: archanabhardwaj@isolaralliance.org on or before 12 midnight (IST) of 21.10.2020. Only shortlisted candidates will be contacted.

Mr. Jagjeet Sareen, a.i, Director (HRD & Coord.)
Secretariat of International Solar Alliance, Surya Bhawan,
National Institute of Solar Energy Gurugram – 122003 (Haryana).