

## **VACANCY ANNOUNCEMENT**

### **Assistant Director General (ADG), Programs**

Cluster	Programs
Location	Gurgaon and or Delhi
Classification/Grade/Band	D1
Job Code	ADGP-012024
Date of job advert Posting	30 April 2024
Date of Job advert Closing	10 June 2024
Approved by	DG, ISA
Agency Website	<a href="https://isolaralliance.org/careersatisa/vacancies">https://isolaralliance.org/careersatisa/vacancies</a>

### **Organisation Overview**

The International Solar Alliance (ISA) is an international organisation, co-founded by France and India. The ISA is a 118-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.

### **Primary Purpose of the Role**

Reporting to the Director-General (DG) or a designated officer, this role will define and drive the delivery of programs and projects through a team of professionals - both International and National Officers. and support (General Service level) staff members. The role will also oversee the origination and management of ISA's portfolio of high-impact projects, ensuring that the program cluster generates the intended impact. This includes (but is not limited to) (leading the conceptualization, planning, designing, and implementation of ISA's program & projects across the ISA member countries.). The role will oversee professional staff and include regional and sector specialist(s) who support implementing Programmes and projects and the National Solar Unit Personnel. The incumbent will be expected to engage with a broad range of senior stakeholders (including Secretaries/Ministers/ Cabinet(s)

and Parliamentarians. S/he will also ensure the programmatic relevance and strategic positioning of ISA through timely implementation of all programs, technical advisory and advocacy efforts, implementation of country partnership framework(s), and strengthening partnerships with stakeholders, including private sector players, for successful planning and implementation of Programmes and projects. S/he will also coordinate capacity-building training and solar skills agenda for various ISA programs and projects.

## Key Accountabilities

- Leading the Program Cluster, directing the human, financial, and physical resources and assets made available to the role, implementing the cluster's program goals - as per agreed milestones, embed timely Program development and execution.
- Conducting a global review of the current ISA Programmes, project activities, Task Force, and Support Group Committees, and developing/implementing an annual work plan for the programs.
- Driving innovative Program development, exploring/adopting ways and means of international best practice standards in Project implementation matching member country (on-the-ground) needs and energy transition aspirations.
- Strategically leading and directing the Knowledge Management/Capacity Building cluster (analytics/research, identified tools, reports, dashboards, and databases). Further, develop and progress ISA's flagship program – the STAR-C (Centres)  
Overseeing and directing the Resource Mobilisation (RM) operations, including strategically managing the relationships with Financial institutions, philanthropic organizations, and fund management agencies with a view to achieving RM targets set by ISA.
- Leading the development, review, and analysis of Country Partnership Strategies and Framework(s), giving due consideration to a wide range of stakeholder views and reflecting member state policy directions
- Steward policy/regulatory/legislative changes that facilitate effective transition environment(s) – positively guiding and influencing member state ministerial and executive staff to facilitate timely implementation of the country's projects.
- Ensuring an “ears on the ground approach”, through representing ISA at key industry and all relevant forums convened to discuss Program-related matters and take a lead role in developing program content based on the country needs.
- Forging strategic long-term partnerships with key internal and external stakeholder groups to engage and securing their support, influence decision making and ensure all facets of perspectives are considered,
- Managing the performance and development of direct reports, providing clear and focussed strategic direction and functional oversight, mentoring

and building program/project implementation skill sets to meet agreed organisational outcomes.

- Promoting quality standards, cross-functional harmonization, and synergy with the other clusters across ISA (for example, disseminating recommended practices).
- Any other specific or strategic tasks and responsibilities assigned by the Assistant Director- General and Director-General of ISA

## Key Challenges

- Developing strategies and processes to foster program and strategic change across the cluster and program-relevant (external)relationships
- Ensuring rigor in program development, implementation, and review processes
- Advancing the RM agenda globally with a view to rapidly upscaling innovative investments towards solar energy transition
- Supporting the Director General while managing matters with high levels of political interests (multiple jurisdictions) and public visibility, including highly sensitive matters impacting the rapid energy transition processes, industry groups, member state economies, and existing global political will.

## Key Relationships

Who	Why
Member State Leadership(s) (e.g., Ministerial, Cabinet, Executive staff, Diplomatic Missions)	Advice and information on legislative, policy, and sensitive energy transition matters
<b>INTERNAL</b>	
<b>Director General, ISA</b>	Reports to, provides strategic program development & implementation advice and support on a wide range of Solar and ISA's progressive matters
<b>ISA Executive</b>	Member of the EDM, work cohesively as part of the executive management team, coordinate activities, and meet mutual needs.
<b>Direct Reports</b>	Ensure an exemplary, constructive and collegial leadership approach and exchange of views and information to contribute to effective leadership with a corporate, Cluster, and ISA-wide perspective.
<b>External</b>	
<b>ISA's President's office, relevant host government agencies, peak Solar/</b>	Partnering on ISA's influence and representing ISA's interests.

## renewable stakeholder bodies, and UN Agencies.

**All relevant member Country Committees, intergovernmental and international committees, & NSUs/ partnership/ policy forums**

Represent ISA's interests, providing expert strategic advice and coordinate activities. Monitor and report.

**Private/Commercial organisations, Fund Managers/ Financial Institutions/Solar/renewable industry peak bodies**

Provide support programs facilitating active investment participation of the **solar private sector**.

Provide advice and support with regard to Solar industry development, regional programs, best practice, ESG, technology, science, and research

## Role Dimension

### Decision-making

Providing key leadership in Program development, analysis, and implementation. The development of strategic country (customised) program solutions. Operates with a high level of autonomy and is fully and directly accountable for the advice provided to the Director General and the member state government(s) on the proposed courses of program-related action requiring sound judgment within a politically and socially sensitive environment(s)

### Reporting Line

Director General ISA

### Direct reports

At least 5 Direct reports (including the Chiefs of KMID, PPIC & RM groups)

### Budget/Expenditure

To be discussed with the successful candidate

## Capabilities of the Role

### Education

Tertiary Degree (preferably Masters) in Engineering (or similar), Energy Management, Public Administration.

### Professional

- A minimum of eighteen 18 years of experience in a multilateral organization (including UN), Government, public sector, private, academia, non-

governmental sector, and corporate), with increasing responsibility in developing policies and programs internationally.

- At least five (5) years from the above experience requirement will have been at a P4/D1 level equivalent (UN Common System) – preferably managing project action (real-time) internationally.
- Proven experience in leading implementation teams and providing policy advice to very senior government policymakers
- Demonstrated track record of excellence in delivering the work program of complex/matrix institutions.
- Demonstrated performance and experience in implementing energy efficiency/ renewable energy projects.
- Ability to mobilize support from various partners (public, private, academic, civil society, private sector/business leaders).

## **Languages & IT skills**

The role demands a very high level of writing and verbal communication 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 advantageous. The role demands substantial writing and verbal communication skills.

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Satisfactory skills in project management software, Outlook, MS Office products, and experience with the various ERP systems required to manage this role 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, or at the ISA's facility in Delhi, India, or any other facility deemed necessary by the ISA.

## **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.

## How to apply

Please **apply** in confidence by emailing [adgrolesatisa@talenttribeconsulting.com](mailto:adgrolesatisa@talenttribeconsulting.com)  
Your application should include a cover letter of no more than two (2) pages and your CV. Further information on the recruitment process, the guidelines, etc, can be found under the weblink: <https://isolaralliance.org/careersatisa/vacancies>