Vacancy Announcement

Post: Human Resource Consultant

Location: Home based

Type of Contract: Individual Contract

Languages Required: English

Duration of Contract: Six Month (retainership basis)

Background:

The International Solar Alliance (ISA) is a treaty-based inter-governmental organization providing a dedicated platform for cooperation among its member countries. The primary objective of the Alliance is to work for efficient and affordable utilization of solar energy to realize the objectives under the Paris Agreement.

TORs HR Recruitment consultants for the provision of Recruitment related services.

1. Advertisement of Posts:

   a) Assist in preparing and finalizing the job descriptions for the positions to be advertised.

   b) Understand the job description and requirements of the position/s through discussions with the Hiring Manager and the HR Manager in discussion with the ISA Senior Management.

   c) Assist ISA in classification of post at right level

2. Screening and Short-listing:

   a) Sourcing suitable candidate profiles by means of headhunting, if required.

   b) Screen and Shortlist applications based on the job specifications provided in the Terms of Reference broadly into 3 (three) category A, B and C.

   c) Provide objective reasons for not including long listed candidates on the shortlist.
d) Critically evaluate each application in category A and identify most suitable 20 (twenty) top candidates for the assignment.

e) Identify equally qualified women applicants.

3. **Coordinate and monitor of written assessment**

   a) Prepare the written test assessment questions based on competencies advertised for each post.
   
   b) Coordinate and Monitor the written assessment process with candidates and Evaluation Panel Members for scoring etc.

4. **Interview Processes:**

   a) Identify key competencies of the position and prepare competency-based interview questions, in advance for consideration of the interview panel.

   b) Prepare interview report for each candidate based on the discussions and evaluations of the panel members against each competency. Consolidate the interview comments and incorporate in the Appointment Review Panel.

5. **Reference Check for the Selected Candidates:**

   a) Conduct reference checks for the shortlisted candidates from at least three referees.

6. **Work out on Staff Social Security entitlements in consultation with ISA Management.**

   a) Consultant will work on staff social security entitlements and enrolments in prevailing schemes for all ISA staff such as Medical benefits, Compensation for Death, Injury or Illness, Pension enrolment & entitlements etc.

**Expected Output/Deliverables:**

1. Assist ISA in preparing and finalizing the Job Descriptions.
2. Assist ISA in classification of post at right level
3. Assist ISA in circulating the Vacancy Announcement (VA) widely.
4. E-screening and long shortlisting of applications for vacancies advertised and telephonically screen candidates, if required.
5. Sourcing suitable candidate profiles by means of headhunting, if required
6. Providing synopsis as per ISA template against each long-shortlisted candidate
7. Providing support to HR in preparing interview questions based on specific competencies in VA prior to the interview process and attend the interview with the primary function to document the interview process as per ISA rules and procedures

There will be 16 International positions to be advertised:
4 (four) Directors positions at P4/P5 level and

12 (twelve) Professional positions at P2/P3 level

- All benefits such as Pension, Medical and allowances (Spouse & Child) will be applicable as per UN.
- Staff Assessment will be deducted as per UN norms
- Consultant has to give due consideration to all ISA member countries region wise and ensure wide circulation of Vacancy Announcements.
- Due consideration should be given to Gender Balance

**Competencies**

- Professionalism:
- planning and organizing:
- client orientation:

**Qualification:**

**Academic Requirements:**
Master’s degree in management, business administration, public administration, economics or a related field; or Bachelor’s degree with minimum 20 year’s relevant experience.

**Experience:**
Minimum 10 years of relevant experience in human resources functions and supporting change management processes in an international organization is essential. Familiarity with UN human resources policies and procedures would be essential. Experience in the UN (Office of Human Resources) or in multilateral organisations such as IRENA or similar Institution would be added advantage.

**Languages**
English is the working language of the ISA Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

The ISA has a liberal policy of permitting to work from home so far as they confirm to work from home protocol. 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 encourages women to apply. In case you have the expertise and feel that you are an expert in area mentioned above and are medically fit, you are requested to please send your applications to Mr. Sudhakar Upadhyay (sudhakar@isolaralliance.org) and Ms. Archana Bhardwaj (archanabhardwaj@isolaralliance.org) on or before 27 February 2021. The candidates those under consideration will only be contacted for written test and virtual interaction. The engagement will be for a period of five months, which is renewable depending on performance budget and necessity.