

# Vacancy Announcement - Protocol Officer (Con-01/2023)

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The International Solar Alliance (ISA) is an international organization headquartered in Gurgaon, National Capital Region of India. The vision and mission of the ISA are to provide a dedicated platform for cooperation among its member countries, bilateral/multilateral organizations, corporates, industry, and other stakeholders - Thereby helping the ISA Member States to meet their energy transition needs in a safe, convenient, affordable, equitable, and sustainable manner.

The ISA is an inclusive and diversity-friendly employer. We value difference, promote equality and challenge discrimination, enhancing our organisational capability. This role is open to Indian Nationals (based in India).

## **Job Description (Roles and Responsibilities)**

Working closely with the Director General (DG) and the Chief of Operations (COO), the Protocol Officer provides the ISA Secretariat with protocol-based administrative assistance and supports the Secretariat on event organization and protocol matters. S/he will be a part of the Operations team based in Gurgaon (or at a duty station assigned by the DG)

## **Primary responsibilities broadly will include (but are not limited to):**

- Liaise and partner with the MEA on all ISA Staff related matters (including pursuing the 'Privileges and Immunities' to ISA Staff, under IN (P&I) Act, 1947, the issue of refund of excise and customs to IOD Staff and the printing of the entitled staff member list issued by the MEA protocol).
- Prepare Protocol Manuals (for all relevant ISA requirements).
- Train and familiarise the ISA teams with the Protocol requirements
- Liaise on behalf of DG - networking support – ensure the proper flow of documents.
- Support the Governance Team with maximizing participation at the General Assembly.
- Liaise and manage the group visits to the Secretariat, mainly those sponsored by the MEA (e.g., Young foreign Diplomats' visit, sponsored by SSIFS, MEA, Media delegations sponsored by XP/ PD Divisions)
- Manage relationships with the ITEC Participant groups (sponsored by DPA Divisions)
- To build and establish a database and contact/focal point with Foreign Diplomatic Missions/ representatives.
- Support coordinating travel arrangements (hotels, flight bookings) for the ISA local and international events.
- Handle incoming and outgoing protocol-related correspondence.
- Provide the senior management with support in arranging external meetings, booking transport, restaurants, etc.

- Provide support in dealing with phone calls, e-mail requests, and protocol inquiries.
- Provide ad hoc assistance as required by the DG/COO
- Raise requisitions and receive invoices in line with the required services and goods.
- Effectively plan and create high-profile annual events.
- Any other task assigned by the DG

### **Essential qualifications, skills, and experience**

- At least 3-5 years of protocol management experience, including developing and delivering large-scale events.
- Several years of experience as a Diplomat (Experience in working with different levels of seniority and in international environments).
- Proficiency in English (knowledge of additional languages from ISA's member state is desirable).
- Minimum of Bachelors degree or higher in a related field.
- Strong attention to detail.
- Time-management and self-management skills with a strong focus on delivering at pace.
- Strong interpersonal and communication skills
- Excellent IT skills (including MS Office, internet).

### **How to apply:**

Please apply in confidence by email: [hr@isolaralliance.org](mailto:hr@isolaralliance.org)

### **Application deadline**

25 May 2023

### **Type of Position**

Full-time, Fixed term, Consulting

### **Location (City)**

Gurgaon (or any duty station assigned by the DG)

### **Start Date**

Immediate.