INTERNATIONAL SOLAR ALLIANCE (ISA)

The International Solar Alliance (ISA) is an international organization headquartered in Gurgaon, National Capital Region of India. The vision and mission of the ISA is to provide a dedicated platform for cooperation among solar resource rich countries where the global community, including bilateral and multilateral organizations, corporates, industry, and other stakeholders, can make a positive contribution to assist and help achieve the common goals of increasing the use of solar energy. Thereby, help ISA Member States to meet their energy needs in a safe, convenient, affordable, equitable and sustainable manner.

The Role

A vacancy has arisen for a project Administration expert to join the Pacific program operations to provide Programmatic support to the ISA. This role reports to the Head of Programs (SIDs & LDCs) and shall perform a variety of administrative tasks and support the various stake holder groups within Pacific member countries. As a highly experienced professional you will work closely with the Program Head on a daily basis with project management reporting, project outcome follow up management, project procurement management and all facets of project administrative support. As a key representative of the operations, you will also be responsible for building and managing effective relationships with internal and external stakeholders to ensure that the program outputs are delivered in an efficient and timely manner.

Tasks for example include (but are not limited to):

- Acting as the point of contact between NFPs and key and relevant ISA personnel, ISA staff, Ministries, vendors and other external partners
- Managing information flow in a timely and accurate manner
- Managing project calendars and setting up meetings
- Make Mission accommodation arrangements (as per ISAs requirements), Assembly, COP(operational requirements)
- Prepare weekly/monthly/quarterly reports
- Format information for internal and external communication memos, emails & presentations.
- Organise meetings, Take minutes during meetings and follow-up tasks/outcomes as required
- Screen and direct phone calls and distribute correspondence

What you will need to succeed

- At least 7 Years’ experience as an Admin Executive/ Executive Associate or similar role (in energy/climate/environment domain preferred).
- Proficiency in MS Office
- Experience establishing and or coordinating operational units (e.g., Solar / Ozone business units)
- Outstanding organizational and time management skills
- A sound knowledge and experience managing project timelines (for projects of at least (10m+)
- Excellent verbal and written communication skills
- Outstanding reporting skills
- A clear understanding of the need to maintain confidentiality, integrity and discretion
- Substantial experience of liaising with external stakeholders and key relationships effectively to foster positive working relationships with Ministries, senior government officials in the Pacific

Languages:
Fluency in English (both oral and written) is required.

Your place of Work:
If successful (with the recruitment), you will be based in Suva, Fiji (location to be finalised), on a full-time basis (3-year term, with a possibility of extension, as per Donor funding requirements).

Your pay and benefits:
The ISA strives to achieve gender parity at all levels as it proceeds with the recruitment of both locally and internationally recruited staff. In this regard, female candidates are strongly encouraged to apply for all positions within the organization.
The ISA primarily recruits staff from its member countries. The ISA strives to obtain a staff reflecting its geographical representation and diversity.

This role offers a competitive remuneration package (salary and benefits and will be discussed with the successful candidate).

What you need to do

If you're interested in this role, please forward an up-to-date copy of your CV to: careers.isa@talenttribeconsulting.com

Applications close: 15 January 2024 (midnight, Indian Standard Time)