



## Vacancy Announcement

### Chief of Unit Knowledge Management & Capacity Building Specialist (P4)

Publication Date	28 April 2024
Application Closing Date	20 May 2024
Title	Chief of Unit: Knowledge Management & Capacity Building
Grade	P4
Duration of Appointment	2-year contractual role – mutual renewal subject to terms and conditions.
Duty Station	International Solar Alliance Headquarters, Gurugram, India
Expected Date of Joining	As soon as possible

**This is a historic space in time for ISA as it steers the global energy transition. Do you see yourself leading and shaping Knowledge Management and Capacity Building as a means of transitioning the globe to solar power? Can you envision transformation through being curious, determined and collaborative? Then, this exceptional opportunity may be for you.**

#### **Your New Organisation**

The International Solar Alliance (ISA) is an international organisation, co-founded by France and India. The ISA is a 119 member-state organisation, headquartered in Gurgaon, National Capital Region of India. At ISA, we strive to transition and transform the energy sector from fossil based to a zero-carbon solar energy source.

We are establishing a dedicated platform of cooperation among solar rich countries where the global community, including bilateral and multilateral organizations, corporates, industry, and other stakeholders, can make a positive contribution to the solar energy transition. We are helping our Member States meet their energy needs in a safe, convenient, affordable, equitable and sustainable manner.

## **Your New Role**

Reporting to the Director-General (DG) or a designated officer, this is an outstanding opportunity for a driven, collaborative, and focused individual to join the ISA senior management team. As the Chief of Unit, Knowledge Management and Capacity Building unit, you will have a direct impact on the future of ISA's strategic Direction. Your leadership will shift the way our people work and how our global programs come to life, enabling the ISA member countries to progress with their solarisation programs. This role will champion for the ISA-wide data warehousing, collection, knowledge dissemination/sharing, and systemic learning so that information and experiences are shared internally, and as appropriate, externally with member state representatives, partners, and stakeholders. This role is responsible for working with the various Business Units/departments and offices/all appropriate personnel across the ISA and its membership.

## **Your Broader Scope of Work (but not limited to)**

- This role will be accountable for developing the strategic vision for the Unit including the business strategy based on the organisational needs.
- Lead a 12-month work program to initially uplift Knowledge Management and Capacity Building ("KMID") capabilities.
- Progress the identification, analysis, packaging, stewardship, and the dissemination of knowledge that ISA deploys to improve program development/delivery.
- Responsible for the technical and operational effectiveness and efficiency of the Unit.
- The incumbent will also be responsible for the supervision of the KMID team (including the Specialist).

## **Education**

- Advanced degree or higher in business administration, Information Sciences, economics, knowledge management, capacity development/training, renewable energy, or another relevant discipline from an accredited university.
- A relevant bachelor's degree, with four additional years of relevant experience may be considered.

## **What you will need to succeed**

- A minimum of 15 years of experience in multilateral organization (including the UN), Government, public/Private sector/NGO/academia, and corporate),

with increasing responsibility in a technical field (Solar/Renewable) of knowledge management and/or capacity building/ training.

- At least 4 years of the above experience requirement will have been at a P3 (UN Common Systems) level or equivalent– preferably managing project action (real time) internationally within the Knowledge Management/ Capacity building.
- Should have led and supervised Knowledge Management/Capacity Building team (analytics/research, identified tools, reports, dashboards, and databases).
- Managed and communicated priorities, identified coordinated efforts towards resource allocation.
- Developed knowledge management strategy and annual framework for implementation
- Identified best KM practices and leverage existing technology and skill set to create new systems and business intelligence forums.
- Led workflow schematics, including technical cross-platform schematics; and identified bottlenecks in technology adoption, and should have established evidence of resolving these problems.
- Proven experience in creating and managing a central repository for technical, operational and programmatic tools, systems, policies, and other relevant documents.
- Evidenced expertise in institutionalisation of information management solutions across multiple geographies and operational locations.
- Should have defined and delivered appropriate strategies and policies that have delivered services through collaborating with key business partners (member state partnerships, Operations, Technology, Legal and Risk).
- Provided coaching and guidance on KM activities internationally.

## **Languages & IT skills**

The role demands substantial writing and verbal communications 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 an advantage. The role demands substantial writing and verbal communications skills.

Knowledge of other languages (i.e., French, Spanish and Arabic) would be an advantage.

Satisfactory skills in Outlook, MS Office products, applications 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, Gurugram, Haryana State India, 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; ISA aims to become an employer of choice. Consequently, ISA offers competitive salary 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 regarding an individual's race, colour, gender/gender expression/orientation, and religion.

The ISA seeks to obtain and retain a staff reflecting its geographical representation and diversity and as such, primarily prefers and recruits staff from its member countries. The ISA maintains a retirement age of 65 years.

- Please **apply** in confidence by email: [careers.isa@talenttribeconsulting.com](mailto:careers.isa@talenttribeconsulting.com) Your application should include a cover letter no more than 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>

\* <https://info.undp.org/gssu/onlinetools/SalCalcLocal/SalCalcLocal.aspx>