



## Vacancy Announcement Human Resources and Coordination

<b>Publication Date:</b>	<b>15 September 2020</b>
<b>Deadline for Application:</b>	<b>14 October 2020 (at midnight IST)</b>
<b>Title and Grade:</b>	<b>Director – Human Resources and Coordination P4/P5</b>
<b>Indicative Annual Salary:</b>	<b>USD 73,512 – USD 88,162 (base salary <i>per annum</i>) and other benefits<sup>[1]</sup></b>
<b>Post Adjustment for Delhi:</b>	<b>USD 24,180 – USD 29,005 (current <i>per annum</i>)</b>
<b>Duration of Appointment:</b>	<b>One year, with possible extension up to a maximum of 9 years</b>
<b>Duty Station:</b>	<b>Gurgaon, Haryana, India</b>
<b>Expected Date for Entry on Duty:</b>	<b>As soon as possible</b>

The International Solar Alliance is an inter-governmental organization headquartered in Gurgaon, India. The vision and mission of the International Solar Alliance 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 in meeting energy needs of ISA Member Countries in a safe, convenient, affordable, equitable and sustainable manner.

The Director, Human Resources and Coordination will report directly to the Director-General and lead a small team of professional and administrative staff members. The Director will be responsible for providing expert advice, developing policies and leading the Human Resources, Meeting services/support, ICT and Procurement for the Organization.

### **Duties and Responsibilities:**

Director, Human Resources and Coordination will help in conceptualizing, planning, designing administrative services for ISA, drawing on global best practices.

The Director, Human Resources and Coordination, will report to the Director-General of International Solar Alliance (ISA) working closely with other staff in the various services within the ISA Secretariat for fully operationalizing and managing the following support services: human resources management; governing body meeting servicing and support; procurement of goods and services and ICT management under Article V(3).

The incumbent is responsible for:

**1. Human resources:** Lead the implementation of and further development of ISA Staff Regulations, Rules and Procedures for managing the ISA secretariat's human resources related matters such as:

- a. Provide advice on interpretation and application of policies, regulations, and rules. Review and provide advice on exceptions to policies regulation and rules; Provide advice and support to the Director-General on human resources related matters; Assess workforce requirements, map available competencies and skills, and identifies capacity gaps; Prepare classification analysis of jobs in Professional and General Service and related categories. Implementation of end-to-end recruitment processes which includes initiating the hiring process, recruitment planning, advising managers in the preparation of Job Openings and reviewing recommendations on the selection of candidates by ISA secretariat hiring managers.

This includes:

- Preparation of vacancy announcements, advertising positions, review of applications, and preparation of a short-list of candidates.
  - Arranging and facilitating the interview process for selected candidates.
  - Coordinating the submission of interview reports and submission of such information as necessary to the review bodies and the Director General
- b. Supervise and monitor the work of the Human Resources Assistants in carrying out all human resources administrative transactions including preparation of personnel actions, maintenance of staffing tables, and processing of contracts; Administer and provide advice on salary and related benefits, travel, and social security entitlements; Determine and recommend benefits and entitlements for staff on the basis of contractual status; (keeping economy and optimization in view.)
  - c. Review policies and procedures and recommends changes as required.
  - d. Review and recommend level of remuneration for consultants keeping PPP in view.
  - e. Identify, assess and analyze organizational needs for performance management and staff development and propose and deliver programmes to meet the needs in line with overall organizational goals and objectives. Evaluate effectiveness and impact of staff development and performance evaluation programmes and recommend ways to enhance effectiveness and impact.
  - f. Identify and analyze staff development and career support needs and design and facilitate/support implementation of programmes to meet identified needs.

- g. Advise and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements.

**2. Procurement and Logistical Services Management:** Lead the implementation and further development of ISA's procurement regulations and procedures and manage the ISA secretariat's procurement related matters such as:

- a. Preparation of procurement manual and ensuring 100 % transparent procurements as per rules.
- b. Chairing the procurement Committee along with Dir (F) as Co- chair.
- c. Use innovative ways to minimize cost of goods and services for ISA with no dilution in quality.
- d. Provide advice on interpretation and application of ISA procurement policies and procedures. Review and provide advice on exceptions to policies and procedures.
- e. Prepare and implement systems for planning and managing procurement of all goods and services for the ISA secretariat, including for projects implemented on behalf of donors, ensuring “best value for money” principles;
- f. Prepare and implement systems and templates in e-mode for negotiating and concluding contracts for goods and services procured by the ISA secretariat; supervision of the management of contracts; monitoring and reviewing performance of vendors; authorizing amendments to and extensions of contracts; Prepare recommendations to Procurement Committee and for the Director General on Contracts for high-value contracts;
- g. Compliance with corporate rules and regulations in the management of the procurement strategies including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management e-procurement promotion and introduction, performance measurement Proper management of ISA assets, facilities, and logistical services.
- h. Provide advice and support to senior management and requisitioning officers on procurement policies and procedures.

**3. Conduct of Assembly and Standing Committees:**

- a. Supporting and organizing the Assembly for the Member Countries
- b. Supporting the working of the Standing Committee and Regional Committee
- c. Follow-up on ISA membership with prospective member countries

4. **ICT Management:** Ensures forward-looking information and communications technology management and supervision of ICT team focusing on achievement of the following results:
  - a. Maintains a secure, reliable infrastructure environment for ICT and adequately plans for disasters and recoveries.
  - b. Identify and implement an effective ERP system for improved business processes and results and improved client services.
  - c. Identification of opportunities and ways of converting business processes into web-based systems to address the issues of efficiency and full accountability.
  - d. Promotion of different systems and applications for optimal content management knowledge sharing, information provision and learning including e-registry, web-based office management system, Internet/Organization website, and Intranet, etc.
  
- 5 **Administration & Coordination:**
  - a. Provide policy advice and implement new policies and procedures in each of the administrative areas under this area of responsibility. Identify and maintain partnerships and collaborations with other institutions.
  - b. Provide advice, make presentations to and respond to requests from Member States.
  - c. Supervise and manage the staff of the Service
  - d. Conduct various capacity building programmes and trainings.
  - e. Any other task including assigned by the Director-General from time to time.
  
- 6 Contribute with Director of Finance to Resource mobilization and project formulation

### **Competencies**

**Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**Communication:** Speaks and writes clearly and effectively; able to interact with senior government and private sector leadership; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed; ability to disseminate information through online platforms, social media and traditional methods.

**Leadership:** Proven ability to lead teams of diverse staff; training and develop staff; successful counsel and conduct performance management; provide vision and direction to a team and lead the team to undertake innovative work.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even

when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

### **Qualifications**

**Education:** Advanced university degree (Master's degree or equivalent or higher) in human resources, business administration, public administration, financial management, economics or related discipline required.

**Experience:** A minimum of 12 years of professional work experience for P4 level or 15 years for P5 level in the management of multiple support/administrative functions relevant for this position, including, financial management, human resources, IT and procurement. Preference will be given to candidates who have between five and seven years of international experience. Strong experience in human resources management in the United Nations or International setting strongly desired. Experience with major ERP systems desirable. Responsible experience in budget, finance, administration, business administration or related area is required. Experience in managing or (supporting) supervising multi-disciplinary teams is required.

**Language and 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 (e.g. French, Spanish and Arabic) would be an advantage. Satisfactory skills in Outlook, MS Office products, and various ERP systems is highly desirable.

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Qualified candidates must apply for the above mentioned vacancy on-line, through ISA's portal Any applicants who have difficulties applying through the online portal should immediately contact the International Solar Alliance at [recruitment@isolaralliance.org](mailto:recruitment@isolaralliance.org).

The International Solar Alliance is striving 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.

ISA primarily recruits staff from its member countries. However, consideration may also be given to qualified candidates from signatory and prospective member countries irrespective of nationality. ISA strives to obtain a staff reflecting its geographical representation and diversity.

Please be advised that the International Solar Alliance reserves the right to recruit individuals at a grade one level below the advertised grade of the post. Such an arrangement would be discussed with recommended candidate/s by the interview panel prior to offer.

ISA maintains a retirement age of 65 years.

Please note that only candidates under serious consideration will be contacted for an interview and will receive notice of the outcome of the selection process.

ISA retains the right to cancel the selection process if it is determined in the best interest of the Organization.

ISA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

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*<sup>[1]</sup> In addition to the base salary and post adjustment ISA provides: dependency allowances, rental subsidy, education grant (for up to two school aged children), annual and sick leave, health insurance (lump sum provided and staff member arranges), Pension Fund participation (lump sum payment equivalent to UN common system rates). ISA also provides for national income tax reimbursement. Hard-ship allowance pay is not included at this duty station. Please refer to ISA Rules and Regulations at website [www.isolaralliance.org](http://www.isolaralliance.org).*