

Web Content Associate (G5*)

This position is open to only **Indian Nationals**. This is 2-year contract (further renewals will be subject to terms and conditions)

Do you have good creative eye that comes with a strong skill in admin and organisation? Do you see yourself working across a multidisciplinary team, focusing on delivering a great content for our users? Do you believe that your engagement with our stakeholder groups will shape, evolve and drive ISA to be a truly world class organisation? Then please read on...

Your New Organisation

The International Solar Alliance (ISA) is an international organisation, co-founded by France and India. The ISA is a 114 member-state organisation, headquartered in Gurgaon, National Capital Region of India. At ISA, we are inspired by the thought of easing solar deployment globally. We are transforming 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 Communications and Advocacy Specialist or a designated officer, you will support him/her across the ISA (delivering on internal and corporate communication and strategic communication activities) and in support of the ISA's partnership engagement with its member countries. This includes managing the ISA's social media strategy and social media presence, media support services, production services (including graphic design and branding), web publishing for external-facing ISA website and portals, and the development of ISA campaign and non-campaign materials.

Your Broader Scope of Work (but not limited to)

Contributing to our team of Digital, Design and Editing personnel (both internal and outsourced), you will connect our user needs with the Communication team's objectives through the delivery of clear, concise, and task focussed communication services. It will be a high-paced, constantly changing role and so it will suit an individual who is a go-getter, proactive, and is willing to take on new challenges, and is capable of change and adaptation, and is passionate about energy transition across geographies.

Education

- An undergraduate degree preferably specialising in web content management
- If the candidate does not hold a formal qualification in web content management, ISA will also consider an additional 2 years of relevant experience.

What you will need to succeed

- At least 5 years of previous experience in a similar/relevant role
- Experience providing timely and accessible mark-up and maintenance of communications content
- A good understanding of information management and web publishing.
- Demonstrated experience, liaising with internal client areas to manage their online content (including senior leadership).
- Experience in coordinating the collection and analysis of web metrics.
- supporting opportunities to expand the organisational information analytics and support the development of strategies for a cycle of constant, informed improvement.

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.

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Satisfactory skills in Outlook, MS Office products, 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, Gurgaon, Haryana State, 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) based on 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.

Applications close: 25 March 2023 at 12 midnight IST

Please **apply** in confidence by email: 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>