Vacancy Announcement
Programme Officer
(Solar Energy)

Publication Date: 16 February 2021

Deadline for Application: 31 March 2021 (at midnight IST)

Title and Grade: P2 - Programme Officer (Solar Energy)
(2 Positions)

Indicative Annual Salary: USD 47,895 (base salary per annum) and other benefits[1]

Post Adjustment for Delhi: USD 15,756 (current per annum)

Duration of Appointment: One year, with possible extension up to a maximum of 9 years

Duty Station: Gurgaon, Haryana, India

Expected Date for Entry on Duty: As soon as possible

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.

Duties and Responsibilities:
The Renewable Energy (solar) Programme Officer will support the ISA through the collection, analysis, and presentation of data on renewable energy(solar) needs and opportunities specifically in relation to solar energy. The Programme Officer will report either to the Director, Programme or the Director of Technology and Innovation and be responsible for the identification of strategic opportunities for ISA in this sector, support partnership building, the preparation of funding proposals, and organize and participate in meetings and workshops, and provide support to the implementation of existing projects, among other tasks.
Programme Officer will:

- Support the Director in ensuring ISA Policies and Procedures are adhered to for efficient project implementation and progress.
- Supervise project financials and advise the Director accordingly.
- Supervise and record standard methodologies and innovative ways within ISA; identify and show alternative options according to Activity needs;
- Leading information flows and coordinating change controls, risk registers and issue management; document and feedback lessons learned and standard methodologies;
- Supporting the project planning process;
- Maintenance of all supporting project financial documents for audit and review processes;
- Management of work packages within the project as and when required;
- Assist the Project manager in monitoring of the project quality indicators and undertaking monthly assurance tasks on behalf of the Project Manager;
- Supervise Project Assistant(s) within the Team, to ensure work efficiency and quality at all times.
- Propose budget revision and initiate corrective action when vital.
- Provide substantive inputs to assist the Project Manager in the preparation of project reports and documents.
- Communicate and consult with all stakeholders (member states, ISA partner organizations, private sector. Contract management of all contracts (Procurement, HR, Service Contracts etc) under the Project.
- Proactively coordinate/collaborate closely with support units on all administrative matters related to contract management.
- Collaborate closely with the respective Team Members to complete project assurance related tasks.
- Work closely with donor organizations to provide information, and facilitate resource mobilization efforts
- Drafting of reports, presentations, project documents.
- Support the compilation of lessons learned as per defined reporting format.
- Assist and support the dissemination and sharing of standard methodologies and lessons learned for planning and knowledge building.
- Supply to expertise in tools and techniques
- In consultation with the relevant partners, assist in preparing amendments of Agreements and Budget revisions when applicable;
- Ensure conformity of project disbursement requests with procedures, work plans, and availability of resources for expenditure;
- Coordinate all project and partner meetings as and when vital, and maintain records of these meetings.
- On behalf of the Project and as advised by the Project Manager, participate in periodic visits to the project sites to review compliance with recognized procedures.
• Perform other duties as assigned by the Project Manager.

Impact of Results
The Programme Officer directly impacts on achievement of project results by assisting the Director to enforce to project management methods and strategies, reduced risks, cut costs and improved success rates. This consequently reinforces the openness and image of ISA as an effective service provider in project services and management and strengthens its competitive position as a partner of choice in balanced development and project services.

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 degree) in engineering, electrical engineering, energy management, power generation, distribution or transmission, solar or renewable energy, civil engineering, or other relevant field. Applicants with bachelor's degree combined with four additional years of relevant experience may be considered.
Experience:
Minimum 6 years of demonstrable experience in the technical area of renewable energy systems, energy access, development infrastructure, power generation, electricity transmission and/or power distribution (on and off-grid), project management and implementation

Experience working with regional/international institutions/private sectors/donors in the sector of renewable energy will be an advantage. Two years of field level project implementation experience in developing countries is highly desirable. Preference will be given to candidates who have at least 2 years of international experience.

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.

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.

[1] In addition to the base salary and post adjustment ISA provides: dependency allowance, rental subsidy, education grant (for up to two school going children), annual and sick leave, health insurance (in-patient, out-patient, and medicinal expenditure will be reimbursed by ISA for its staff and their dependents, excluding parents until the operationalization of the Health Insurance Policy), Pension Fund participation (lump sum payment equivalent to UN common system rates). ISA also provides for national income tax reimbursement from Tax Equalization Fund. Hardship allowance is not included at this duty station. Please refer to ISA Rules and Regulations at website www.isolaralliance.org.