Vacancy Announcement

Post: Executive Assistant
Location: Gurgaon
Type of Contract: Individual Contract
Languages Required: English
Duration of Contract: The initial period will be five months and thereafter based on performance, need and availability of budget.
Date of Publication: 8th February, 2021
Remuneration: Rs.48,000/- per month

Background:

The International Solar Alliance (ISA) is a treaty-based inter-governmental organization providing a dedicated platform for cooperation among its member countries. The primary objective of the Alliance is to work for efficient and affordable utilization of solar energy to realize the objectives under the Paris Agreement.

Duties and Responsibilities:

1. Act as a first point of contact:
2. Performs, under minimal supervision, the full range of office management and administrative support functions; typically provides direct assistance to a senior officer or manager responsible for a major programme, such as a branch or division.
3. Maintains liaison with the Executive Office and with senior officials in other units regarding on-going programmes and other administrative matters;
4. Ensures smooth and efficient information flow within the unit; prepares and processes confidential information; assists in the development of office administrative systems and procedures
5. Researches, compiles and summarizes background materials for use in preparation of reports, briefs, speeches, etc.
6. Provides assistance in the coordination of service-wide activities (meetings, training, etc.), special projects and events.
7. Attends meetings, prepares minutes, monitors follow-up activities.
8. Responds or drafts responses to a wide range of correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports.
9. Manages, updates and further develops internal databases; updates website; generates a variety of standard and non-standard statistical and other reports from various databases.
10. Carries out quality control function for outgoing documents; proofreads and edits texts for adherence for format, grammar, punctuation and style.
11. Assists in the preparation of presentation materials using appropriate technology/software.
12. Maintains calendar/schedules; monitors changes and communicate relevant information to appropriate staff inside and outside the immediate work unit.
13. Performs a variety of administrative duties (e.g. leave recording, meeting organization, reservations, office supply and equipment orders, etc.), including preparing and/or processing administrative requests/documents (e.g., travel requests, expense claims, vouchers, visa applications, etc.).
14. Maintains files (both paper and electronic) and databases for work unit.
15. Performs other related duties as assigned.

**Competencies**
- Professionalism:
- planning and organizing:
- client orientation:

**Education**
Bachelor’s degree in Arts, Science, Commerce, Engineering, Management, Business Administration or related field.

**Work Experience**
A minimum of five years of progressively responsible experience in assistance, administration, travel, protocol, procurement or related fields is required. Experience working with administrative software applications (such as Microsoft Outlook, SharePoint, Word, Excel, and Power Point) is desirable. Experience in using Enterprise Resource Planning (ERP) systems (such as SAP) for administrative related tasks, specifically in travel arrangement, protocol and procurement matters is desirable. Knowledge of shorthand is desirable.

**Languages**
English is the working language of the ISA Secretariat. For the post advertised, fluency in oral and written English is required. The candidate must produce proof of good command in English to work in an International Environment. The candidate may be asked to take TOEFL if required. Higher degrees may be given preference.

The ISA has a liberal policy of permitting to work from home so far as they confirm to work from home protocol. While submitting your application please indicate 3 references. In case the candidate is selected reference checks will be done prior to the appointment. The ISA encourages women to apply. In case you have the expertise and feel that you are an expert in area mentioned above and are medically fit, you are requested to please send your applications to Mr. Sudhakar Upadhyay (sudhakar@isolaralliance.org) and Ms. Archana Bhardwaj (archanabhardwaj@isolaralliance.org) on or before 22nd February, 2021. The candidates those under consideration will only be contacted for written test and virtual interaction. The engagement will be for a period of five months, which is renewable depending on performance budget and necessity.