



## Vacancy Announcement Director Programme

<b>Publication Date:</b>	<b>15 September 2020</b>
<b>Deadline for Application:</b>	<b>31 December 2020 (at midnight IST)</b>
<b>Title and Grade:</b>	<b>Director, Programme, P4/P5</b>
<b>Indicative Annual Salary:</b>	<b>USD 73,512 – USD 88,162 (base salary <i>per annum</i>) and other benefits[1]</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 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, Programme will report ordinarily directly to the Director-General and lead a team of four (4) professional staff members. The Director will be responsible and serve as a primary interlocutor on behalf of the organization with senior government and private sector individuals and with senior counterparts in other international energy organizations. She or he will work closely with Director of Technology and Innovation and Director of Resource Mobilization.

## **Duties and Responsibilities:**

Director, Programme will help in conceptualizing, planning, designing programme, projects & policies, use of global best practices and their implementation across the ISA member countries, as well as resource mobilization and project formulation under Article III and other relevant articles of the Framework Agreement.

The Director, Programme will:

1. Do the needful to set up projects and most important to scale up programmes, such as :
  - a. Propose project implementation at the country level
  - b. Devise the relevant set of activities to enable the achievement of the country specific objectives
  - c. Define consolidation actions (aggregation, bundling) and programmes at the relevant scale to facilitate the resource mobilization and financing.
  - d. Set up a marketplace and matchmaking activities to facilitate contacts between local stakeholders, developers, and investors
  
2. Develop, lead and oversee Secretarial assistance in the implementation of allocated programmes under direction and guidance of the Director-General:
  - a. The Director will assist Member Countries to develop, lead and oversee the implementation of ISA programmes, including oversight of proposals, project descriptions, budget development, project execution and quality assurance as well as implementation pilot projects.
  - b. The Director will conduct a global review of the ISA Programmes namely "Scaling Solar Applications for Agricultural Use ", "Affordable Finance at Scale", "Scaling Solar Mini Grids", "Scaling Rooftop Solar", and "Scaling SolarE-Mobility & Storage", Solar Parks based on assigned projects, activities and key performance indicators. The Director will define for each programme a set of projects and activities to be taken in a coordinated manner by member countries.
  - c. The Director (Programme) will aggregate demands, ensure quality of services and develop other techniques to mobilize investment in Member Countries.
  
3. Cross-cutting strategic advice:
  - a. Provide leadership on the allocated programme and related policy work, including design, implementation, and technical support to participating Member Countries.
  - b. Work closely with NFPs/CPs to establish and maintain a network of engagement with stakeholders in Member States and technical institutions, to clearly identify needs

- for support and to trigger the setting up and the bundling of project proposals at the relevant scale, using the appropriate online tools.
- c. Oversee the Programme implementation as approved by the Assembly in the Work Plan,
  - d. Video conferencing with all NFPs periodically using Infopedia platform.
4. Identify, set up and maintain partnerships and collaborations with other institutions, through collaborative agreements and joint declarations
  5. Supervise and manage the staff of the Service
  6. Any other task including some country program projects assigned by the Director General from time to time.

### **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 and 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 Economics, Engineering, Management including Energy Management, Business Administration, Public Administration, or relevant energy-related discipline.

**Experience:** A minimum of 12 years of professional work experience for P4 level or 15 years for P5 level in energy related field in either public sector, national government, multilateral organizations, educational institutions/universities, private sector organizations, energy industries and SMEs; and with increasing responsibility in the design and development of policies and programmes; and analysis of data and production of reports, preferably related to the renewable energy and solar sector; track record of management and leadership experience in the UN System is an advantage. Experience in resource mobilization, project formulation and direct project implementation will be valued. Preference will be given to candidates who have between five and seven years of international experience. Prior supervisory and laboratory experience is desired.

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

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 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. Hardship allowance is not included at this duty station. Please refer to ISA Rules and Regulations at website [www.isolaralliance.org](http://www.isolaralliance.org).*