

KNOWLEDGE MANAGEMENT (POLICY) SPECIALIST (NOC*)

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

Do you see yourself working with remarkable people around the world? What if the result would be a successful clean energy transition across several countries? What if your role was seen as “mission critical”? Do you envision creating strategic tools that lock-in emissions for decades to come???
... 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 112 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 Chief of Unit Knowledge Management & Capacity Building or a designated officer, you will be responsible for capturing, reviewing, collating, summarising, and publishing domain (Solar) knowledge and experience for the benefit of our member countries. Your strategic efforts will underpin our work capability to strategically develop, maintain and deliver Database/portal and capacity building systems – maximising knowledge transference.

Your Broader Scope of Work (but not limited to)

Knowledge Management & Capacity Development:

- Develop and support implementation of a knowledge management and capacity development strategy and implementation plan aligned with the outputs of ISA and considering internal and external demand for knowledge on relevant programmes.
- Strategically Lead the design and implementation of knowledge management/ sharing and learning events including through workshops, seminars, knowledge cafes, knowledge share fairs and written publications.
- Liaise with relevant team leads and field offices in developing knowledge products and in organizing learning platforms to promote the internal and

external sharing of knowledge, and to assist member states with capacity building.

- Promote and support ISA and member state system-wide knowledge management efforts in the context of the solar energy best practices (including through the strategically planned web portals).
- Promote knowledge management with a view to develop consensus on a common strategic approach for capacity development and a common concept on issues and challenges to be addressed.
- Document the experience of capacity development initiatives and preparation of policies and strategies.
- Strategically coordinate and manage all relevant activities (including but not limited to: content management, norms for design, liaison with vendors).

Education

- Master's degree or higher in business administration/economics/finance, knowledge management, capacity development and training, renewable energy, civil engineering, or another relevant discipline from an accredited university.

What you will need to succeed

- Minimum of 8 years of demonstrable relevant experience in the technical field of knowledge management and/or capacity building/training.
- Experience and or knowledge of similar work being undertaken in one of the three target regions for ISA (Africa, Asia/Pacific, Latin America) will be highly regarded.
- A strategic experience in stakeholder relationship management/knowledge management and or capacity development in the solar energy sector is highly desirable.
- Proven track record of overseeing and producing policy briefs and or communications products in various formats to senior leadership.
- Proven networking and organizational skills
- Demonstrated project management Experience, including balancing multiple assignments from conception to completion on schedule and within budget
- Strong analytical, communication, presentation and drafting skills.

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: 7 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>