The International Solar Alliance (ISA) is an international organization headquartered in Gurgaon, National Capital Region of India. The vision and mission of the ISA 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. Thereby, help ISA Member States to meet their energy needs in a safe, convenient, affordable, equitable and sustainable manner.

The Role

A vacancy has arisen for a project Administration expert to join the African program operations to provide Programmatic support to the ISA. This role reports to the Head of Programs (Africa) and shall perform a variety of administrative tasks and support the various stake holder groups within African member countries. As a highly experienced professional you will work closely with the Program Head daily with project management reporting, project outcome follow up management, project procurement management and all facets of project administrative support. As a key representative of the regional program operations, you will also be responsible for building and managing effective relationships with internal and external stakeholders to ensure that the program outputs are delivered in an efficient and timely manner.

Tasks for example include (but are not limited to):

- Acting as the point of contact between NFPs and key and relevant ISA personnel, ISA staff, Ministries, vendors and other external partners
- Managing information flow in a timely and accurate manner
- Managing project calendars and setting up meetings
- Support Mission travel (ISA) arrangements (as per ISAs requirements), Assembly, COP(operational requirements)
- Prepare weekly/monthly/quarterly reports
- Format information for internal and external communication memos, emails & presentations.
- Organise meetings, Take minutes during meetings and follow-up tasks/outcomes as required
- Screen and direct phone calls and distribute correspondence

What you will need to succeed

- At least 7 Years’ experience as a project coordinator/Admin Executive/ Executive Associate or similar role (in energy/climate/environment domain preferred).
- An Engineering graduate with lesser number of years may be considered
- Proficiency in MS Office
- Experience establishing and or coordinating operational units (e.g., Solar / Ozone business units)
- Outstanding organizational and time management skills
- A sound knowledge and experience managing project timelines (for projects of at least (10m+))
- Excellent verbal and written communication s skills
- Outstanding reporting skills
- A clear understanding of the need to maintain confidentiality, integrity and discretion
- Substantial experience of liaising with external stakeholders and key relationships effectively to foster positive working relationships with Ministries, senior government officials in Africa

Languages:
Fluency in English (both oral and written) is required.

Your place of Work:
If successful (with the recruitment), you will be based in Ethiopia, 1-year term.

Your pay and benefits:
This role offers a competitive remuneration package (salary and benefits and will be discussed with the successful candidate
What you need to do

If you're interested in this role, please forward an up-to-date copy of your CV to: careers.isa@talenttribeconsulting.com
Applications close: 15 January 2024 (midnight, Indian Standard Time)