

VACANCY ANNOUNCEMENT

Assistant Director General (ADG), Administration

Cluster	Administration
Location	Gurgaon and or Delhi
Classification/Grade/Band	D1
Job Code	ADGP-022024
Date of job advert Posting	30 April 2024
Date of Job advert Closing	10 June 2024
Approved by	DG, ISA
Agency Website	https://isolaralliance.org/careersatisa/vacancies

Organisation Overview

The International Solar Alliance (ISA) is an international organisation, co-founded by France and India. The ISA is a 118-member-state organisation, headquartered in Gurgaon, National Capital Region of India. At ISA, we strive to transition and transform the energy sector from a fossil-based to a zero-carbon solar energy source. We are establishing a dedicated cooperation platform among solar-rich countries where the global community, including bilateral and multilateral organizations, corporations, industries, and other stakeholders, can positively contribute to the transition to solar energy. We are helping our Member States meet their energy needs in a safe, convenient, affordable, equitable, and sustainable manner.

Primary Purpose of the Role

Reporting to the Director-General (DG) or a designated officer, this role will define and drive the **overall Administration** (including Operations, Governance, and Partnerships) through a team of professionals - both International and National Officers. and support (General Service level) staff members. The role will also lead the conceptualization, planning, designing, and implementation of ISA's Operations at the HQ, project level, and field operations through engaging with a broad range of senior stakeholders (including Secretaries/Ministers/ Cabinet(s) and Parliamentarians. S/he will also ensure the strategic positioning of ISA through overseeing governance management, advisory, and efficient/smooth operations, supporting the implementation of country partnership framework(s), and strengthening partnerships with stakeholders, including private sector players, for

the successful planning and implementation of Programmes and projects. S/he will also coordinate ISA's capacity-building (L&D) training and solar skills agenda for various ISA programs and projects.

This role will serve on the senior leadership Team, providing visionary support to the DG, contributing to the organization's strategic direction, and leading the business management functions of ISA, including playing a key role in organisational effectiveness and change management. The role is based out of ISA's HQ in Gurgaon, India.

Key Accountabilities

Leading the Program Cluster, directing the human, financial, and physical resources and assets made available to the role, implementing the cluster's program goals - as per agreed milestones, embedding timely and efficient operations (across HR/Admin/Procurement/Governance groups) based on global best practice standards

- Conducting a global review of the current ISA operations, project operational support activities, quality talent acquisition, organisation development (including cross-functional collaboration), and Support Group Committees and developing/implementing an annual work plan for the ISA administration.
- Overseeing and directing the implementation and maintenance of an effective **ERP ICT/reporting system** for improved business processes and results and improved internal and external client services
- Driving innovative **Operations and Governance mechanisms** exploring/adopting ways and means of international best practice standards in matching ISA's organizational and member country (on-the-ground) needs and energy transition aspirations.
- Overseeing the successful **operationalising tasks and outputs** for the **National Solar Units** (NSUs) across the agreed countries
- Ensuring an "ears on the ground approach" by representing ISA at key industry and all relevant forums convened to discuss administration-related matters.
- Forging strategic long-term partnerships with key internal and external stakeholder groups to engage and securing their support, influence decision making and ensure all facets of perspectives are considered,
- Managing the performance and development support across all departments, providing clear and focussed strategic direction and functional oversight, mentoring, and building the administration cluster.
- Promoting quality standards, cross-functional harmonization, and synergy with the other clusters across ISA (for example, disseminating recommended practices).
- Any other specific or strategic tasks and responsibilities assigned by the DG

Key Challenges

- Ensure global best practice is maintained in the administration and good governance of ISA by overseeing the cost-effective use of all financial, human, and other resources entrusted to the sector in keeping with the ISA regulations, rules, and policies and based on approved human resource plans and work plans.
- Direct the efforts towards developing strategies and processes to foster and ensure that key risks are identified, assessed, and managed to contribute to achieving agreed results and that risk management is embedded in all core processes/procedures and functions of ISA
- Developing **administrative** and strategic change(s) across the cluster and program-relevant (external)relationships – enabling global best standards across ISA operations (including procurement).
- Ensuring rigor in administrative, implementation, and review of SOPs (up to date).
- Promote and facilitate a harmonious working environment in consultation across ISA where all staff can discharge their professional responsibilities efficiently and to a high standard, ensuring agreed objectives are met.
- Ensure that the ISA team optimizes the use of resources for achieving results and that they are held accountable for their performance.

Key Relationships

Who	Why
Member State Leadership(s) (e.g., Ministerial, Cabinet, Executive staff, Diplomatic Missions)	Advice and information on admin, relevant policy, and resource utilisation and acquisition matters
INTERNAL	
Director General, ISA	Reports to provide strategic administration and operational excellence advice and support on a wide range ISA's progressive matters
ISA Executive	Member of the EDM, work cohesively as part of the executive management team, coordinate activities, and meet mutual needs.
Direct Reports	Ensure an exemplary, constructive and collegial leadership approach and exchange of views and information to contribute to effective leadership with a corporate, Cluster, and ISA-wide perspective.
External	

ISA's President's office, relevant host government agencies, peak Solar/renewable stakeholder bodies, and UN Agencies.

Partnering on ISA's influence and representing ISA's interests.

All relevant member Country Committees, intergovernmental and international committees, & NSUs/partnership/ policy forums

Represent ISA's interests, providing expert strategic advice and coordinate activities. Monitor and report through the ISA Assembly. This includes the successful planning and running of all Standing Committees, Regional Committees, and the General Assembly

Private/Commercial organisations, Vendors/contractors/donors

Provide support programs facilitating active procurement participation in ISA's (smooth) procurement process & financial (donor) reporting
Provide advice and support about operational development,

Role Dimension

Decision-making

Providing key leadership in administration, governance, operational analysis, and Human Resources Best practice implementation. The development of strategic operational solutions. Operates with a high level of autonomy and is fully and directly accountable for the advice provided to the Director General and the member state government(s) on the proposed development made in terms of the progress made by ISA - requiring sound judgment within a politically and socially sensitive environment(s)

Reporting Line

Director General ISA

Direct reports

At least 2 -3 Direct reports (including the Chiefs of Operations and Governance)

Budget/Expenditure

To be discussed with the successful candidate

Capabilities of the Role

Education

Tertiary Degree (preferably Masters) in Public Administration, Governance, Engineering (or similar), or Energy Management,

Professional

- A minimum of eighteen 18 years of experience in a multilateral organization (including UN), Government, public sector, private, academia, non-governmental sector, and corporate), with increasing responsibility in developing administration, operations, and governance operations.
- At least five (5) years from the above experience requirement will have been at a P4/D1 level equivalent (UN Common System) – preferably managing project action (real-time) internationally.
- Should have managed and delivered long-term financial strategy aligned with a set of (matrix) organizational goals.
- S/he should have also provided effective governance advice that ensures that quality decisions are made at a (multi-country level) governance body that drives organizational performance.
- Should have driven excellence in administrative (procurement) performance by providing objective perspectives and making recommendations. Ensure value for money by rigorous pressure on cost-effectiveness.
- Proven experience leading teams and advising very senior leaders and government policymakers.
- Should have directed the implementation of at least one effective **ERP system** for improved business processes and results and improved client services
- Ability to engage and support partners (internal and external)

Languages & IT skills

The role demands a very high level of writing and verbal communication 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 advantageous. The role demands substantial writing and verbal communication skills.

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Satisfactory skills in ERP, ICT implementation project management systems/software, 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) guided by the UN Common System; the ISA aims to become an employer of choice. Consequently, ISA offers competitive salaries 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 regard to an individual's race, colour, gender/gender expression/orientation, and religion.

The ISA seeks to obtain and retain staff that reflects its geographical representation and diversity and primarily prefers and recruits staff from its member countries. The ISA maintains a retirement age of 65 years.

How to apply

Please **apply** in confidence by emailing adgrolesatisa@talenttribeconsulting.com

Your application should include a cover letter of no more than two (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>