

F. No. A-01/19(1)/2016-ISA
Secretariat
International Solar Alliance

International Solar Alliance invites suitable and qualified candidates for Walk-In-Interview to 3 posts of Programme Officers on contractual basis. The Walk-in-interview will be held as per the given schedule.

Interested Candidates with stipulated eligibility may appear at the given venue along with filled application, Bio data and all original documents, photocopies of all certificates of age, qualification, experience and photographs etc.

Posts & Qualifications	Period of Engagement	Job Requirement	Consolidated remuneration
1. One (1) post – Programme Officer (Finance)			
<p>Qualification and Experience:</p> <p>Essential:</p> <p>1. Bachelor’s Degree or equivalent in Commerce from a recognised University.</p> <p>2. Working experience of minimum 15 years in any of the International Organization (i.e. UNDP / UNIDO / UNICEF etc. equivalent would be preferable).</p> <p>3. Excellent command over English and any other UN language.</p> <p>4. Excellent Computer skills.</p> <p>Desirable: Masters from a recognized University in related discipline.</p>	<p>Contract period initially for 5 months which can be extended depending on the performance of the candidate / need of the Management.</p> <p>The upper age limit would be 60 years on the last date of walkin interview</p>	<p>Outline of the task to be carried out:</p> <ul style="list-style-type: none"> • The preparation of Budget (Including Foreign exchange Budget) of the ISA according to the time schedule. • Interact with internal and external Auditors / Accounts inspection team. • Global Payroll reconciliation in ATLAS/TALLY, handling of MIP/Pension/Staff Advances etc. • Provide guidance on rules and regulations, various practices; provide leadership to junior staff where necessary. • To conduct thorough scrutiny of the budget proposal before their inclusion in the Annual Budget and also scrutinize all expenditure proposal. • Distribution of the Budget allocations to the programmes and Secretariat. • Screening the proposal for supplementary demands. • Closely associated with the formulation of programmes and important expenditure proposal from the initial stage. • To ensure regular and timely submission of Quarterly staff statement, Audit Reports and other returns. • The compilation and consolidation of accounts accordance to the rules and regulations of ISA. • To watch and review the progress of expenditure against sanctioned grants to the programmes through maintenance of necessary control register and to issue timely warning to controlling authorities where progress of expenditure not even. • To identify, in particular, in specific savings in cases of creation of posts and to maintain a register for this purpose. • Introduction of a system of management accounting suit to the function and requirements to ISA. • To watch the statement of audit objections, inspection reports and audit replies etc. • Overview the functioning of Internal work study and Operation and Maintenance Unit of the ISA so that he may be able to ensure both economy and efficiency in the transaction of the ISA. 	Negotiable

		<ul style="list-style-type: none"> • To develop and preparation of the financial rules and regulations procedures of ISA in accordance with the UN rules and regulations. • To preparation of sanctions as per International Organization and Govt. of India and knowledge of Integrated Finance Division (IFD). • Any other responsibility as directed by IDG/DG from time to time 	
2. Programme Officer			
<p>Qualification and Experience:</p> <p>Essential:</p> <p>1. Bachelor's Degree or equivalent from a recognised University.</p> <p>2. Working experience of minimum 15 years in any of the International Organization (i.e. UNDP / UNIDO / UNICEF etc. equivalent would be preferable).</p> <p>3. Excellent command over English and any other UN language.</p> <p>4. Excellent Computer skills.</p> <ul style="list-style-type: none"> • Desirable: Masters from a recognized University in related discipline. 	<p>Contract period initially for 5 months which can be extended depending on the performance of the candidate / need of the Management.</p> <p>The upper age limit would be 60 years on the last date of walkin interview</p>	<ul style="list-style-type: none"> • Maintain systems for planning, monitoring and implementation • Implementation of operational and financial management strategies • Projects' budget management and organization of the cost-recovery system • Monitoring of office Performance through evaluation of programme performance to set that the result of such evaluation studies are taken into account of Budget formulation • Facilitation of knowledge building and knowledge sharing • Provide administrative and programme support to the ISA and prepare budgets, Annual work plan. • Ensures effective Programme Financial Management, Resource Planning and Analysis • Ensures facilitation of knowledge building and knowledge sharing in the office and guidance to all stakeholders on financial matters. • Analyses information related to current obligations and future programme / project budgetary implications in relation to formulation of the Resource Planning Framework (RPF). • Review all programmes and links to their respective Outcomes and Outputs • To help in preparing the rules and regulations policy of ISA. • Dealing with all routine Administrative matters of ISA. • Service Rules, framing / amendment of Recruitment Rules having explicit experience in dealing with administrative & legal issues concerning to Autonomous Institute/ Govt. organisation. • Maintenance of attendance / leave records, processing of remuneration payments, TA/DA, medical records, LTC, Tours etc. Infrastructure plans, RTI. • Convening the meetings of various Committees of the ISA, preparation of minutes, reports, background notes. • All personnel administration related issues • Any other responsibility as directed by IDG/DG from time to time 	Negotiable
3. Programme Officer			
<p>Qualification and Experience:</p> <p>Essential:</p> <p>1. Master's Degree or equivalent from a recognised University.</p>	<p>Contract period initially for 5 months which can be extended depending on the performance of the candidate / need of the</p>	<ul style="list-style-type: none"> • To support in implementation of work programmes 'Affordable Finance at Scale', • To support in Joint declaration with multilateral development banks and Joint declaration with bilateral co-operations. • To support in financial resources required for the implementation of a specific Programme. 	Negotiable

<p>2. Working experience of minimum 15 years in any of the International Organization (i.e. UNDP / UNIDO / UNICEF etc. equivalent would be preferable).</p> <p>3. Excellent command over English and any other UN language.</p> <p>4. Excellent Computer skills.</p> <ul style="list-style-type: none"> • Desirable: Ph. D from a recognized University in related discipline. 	<p>Management. The upper age limit would be 60 years on the last date of walkin interview</p>	<ul style="list-style-type: none"> • Other than administrative costs falling under the general budget (Article VI.4 implementations). • Corporate Outreach Programme under ISA Corpus Scheme, • To support in operationalization of ten regional risk mitigation funds. • Help organising RE-INVEST meeting in ISA member countries. • To help formulate projects under ISA programmes. • Help mobilize funding under ISA programmes/projects in collaboration with ISA financial partners and other financial agencies. • Formulate financial partnerships of multilateral/ bilateral donor agencies showering wealth fund with ISA. • Impact investment and transformation with Government, Financial Institution, Corporates and Supranational assisting in developing strategies. • Any other responsibility as directed by IDG/DG from time to time 	
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Duration / other terms and conditions:

1. The ISA reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.
2. The engagement of the above position is of a temporary (Non-Official) nature and can be withdrawn at any time within the period mentioned above without assigning any reason or prior notice and shall not bestow any claim or right for seeking regular employment in the ISA.
3. No other allowance or facilities like HRA, medical, accommodation, etc., will be permissible. No TA / DA will be provided for attending the interview / joining the post upon selection.
4. Other terms and conditions will be as stipulated in the engagement offer as and when issued.

How to apply:

The aspirants may bring with them all original certificates for verification and 01 set of photocopies in support of Age, Qualification, Experience, 1 passport size photograph to be enclosed with the application form to appear the Walk-In Interview on 12-02-2018 (11:00 AM).

Aspirants must report to the venue before one hour from time of interview.

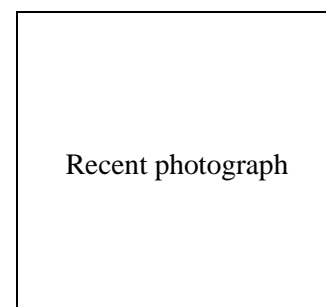
Selection Process:

The selection shall be made on the basis of Written test and or Interview.

Venue:

Secretariat of International Solar Alliance,
3rd Floor, Surya Bhawan, National Institute of Solar Energy
Gwal Pahari, Gurugram-Faridabad Road,
Gurugram – 122003 (Haryana).
Tel. No.: 0124-2853074

APPLICATION FORMAT FOR WALKIN INTERVIEW IN THE INTERNATIONAL SOLAR ALLIANCE (ISA) PURELY ON SHORT-TERM CONTRACT BASIS



NAME OF THE POSITION APPLIED FOR “ _____ ” IN ISA, GURUGRAM

1.	Name				
2.	Father's Name				
3.	Date of Birth (DD/MM/YY)				
4.	Nationality				
5.	At present post held & date from which held				
(a)					
(b)	Name of the office/Organisation where employed				
(c)	Pay as on date/ last pay drawn (copy to be enclosed)				
6.	Mailing Address				
7.	Telephone / Mobile No.				
	e-mail address				
8.	Permanent address				
9.	Educational Qualification:				
SI	Course	Subject	University/Institute	Year of Passing	Division/Class

10. Work Experience (can attach a separate sheet)

SI	Organization/Institute	Period		Nature of Work	Remarks
		From	To		

11. References (i)

(ii)

(SIGNATURE OF THE CANDIDATE)

Place:

Date:

Details of Enclosures: