We are currently recruiting for the role of Chief of Governance

The International Solar Alliance (ISA) is an international/inter-governmental organisation, co-founded by France and India. The ISA is a 116-member-country 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 a 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 positively contribute to the solar energy transition. We are helping our Member Countries meet their energy needs in a safe, convenient, affordable, equitable, and sustainable manner.

Role Summary

The ISA is now seeking a Chief of Governance who will deliver a strong culture of governance excellence across the secretariat. Sitting on the Senior Management Team, the incumbent will contribute to organisation-wide strategic planning and work closely with the President’s office, the Director General, and the Assistant Director General to ensure effective governance systems are established and rolled out. The role will ensure compliance with governance frameworks and regulations, foster positive relationships and participation from National Focal Points/member countries, and develop implement, efficient and effective processes and policies across the Secretariat. This role is crucial to ensuring that the ISA remains a credible movement by supporting its member countries' transition to Solar Power.

The new Chief of Governance must bring extensive governance experience working within an International Organisation, Public Sector, and Multilateral Agencies/Development. They must have a track record of creating streamlined governance services and structures and possess exceptional communication and organisational skills. The Chief of Governance should also be a strategic thinker with an eye for detail and the ability to succeed in a high-pressure environment. They must be highly ethical, share the ISA’s values, and commit to its vision. The incumbent will report to the Assistant Director General (or a designated officer) and will be responsible for supporting the efficient and effective operation of the ISA General Assembly, the Standing Committee (and other governance groups), ensuring their businesses continue to drive the successful delivery of the ISA’s strategic objectives.
Critical aspects of the role will include (but not limited to)

- Strategically plan and organise all the General Assembly requirements (including but not limited to) - governance-related meetings (RCMs, Standing Committees, etc.) and events (skilfully coordinating all member-country relationships, partner organisations, relevant agencies, and individuals).
- Support the coordination between the ISA, the prospective member countries, and the Depository (Ministry of External Affairs, India, and all other relevant Host Country Agencies).
- Strategically support the engagement between the President’s office and the offices of the Regional Vice Presidents.
- Oversee the preparation of all relevant governance materials, documents, and instruments (e.g., background papers, reports, briefs, analysis, etc.)
- Build the ISA Secretariat’s internal capacity in Governance and related matters, member country matters.
- Strategically support the Secretariat’s efforts in partnerships with various government agencies, development agencies, international organisations, think tanks, research institutions, etc.
- Lead and act as a role model to the staff of the Governance Unit, plan and successfully manage the team performance.
- Strategically support the active liaison with the donor and the recipient governments through aligning the interests of all concerned.
- Guide the organisational governance agenda towards achieving ISA’s mandate.
- Ensure all programmatic reporting of the Secretariat to the Assembly is carried out systematically and consistently.
- Lead the governance related implementation of ISA’s strategic business plans, team OKRs, and relevant programs

QUALIFICATIONS

EDUCATION

- Advanced university degree (Master’s degree or equivalent or higher) in International Relations, Public Policy, Law, Political or management, social sciences, or any related field.
- A first-level university degree in combination with 4 additional years of qualifying relevant experience may be accepted in lieu of an advanced university degree.

EXPERIENCE

- A minimum of 12 years of relevant professional work experience at an international level assisting in international boards, government ministries, MDB groups, UN agencies, CSO boards, etc.
- The above should include at least 4 years at a P3 Level (or equivalent) within an international organisation/development/multilateral/public sector/private sector organisation.
• A strong experience supporting multiple government agencies/Ministers/Country Focal Points and Chair(s) of Boards and Governance bodies with their contribution towards ISA’s priorities
• Experience in setting up governance processes and procedures and leading events in a multi-government setting.
• Proven experience in leading governance advisory to C-suite leadership(s), including at a Director General level.
• Experience with resource deployment towards meeting statutory requirements.
• An impeccable record in mentoring/developing teams to perform and contribute to strategically delivering organisational governance outcomes.

ISA COMPETENCIES

PROFESSIONALISM
Shows pride in work and 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 complex problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all work areas.

COMMUNICATION
Speaks and writes clearly and effectively; 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.

PLANNING AND ORGANIZING
Ability to plan and organize assignments. Identifies priority activities and projects; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Uses time efficiently. Demonstrates a high degree of autonomy in the discharge of assignments.

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 by 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.

LEADERSHIP
Proven ability to lead teams of diverse staff; train and develop staff; successfully counsel and conduct performance management; provide vision and direction to a group; and lead the team to undertake innovative work.
Languages & IT skills

The role demands substantial 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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Excellent skills in Outlook MS Office products and experience with the various ERP systems required to manage this role are 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; 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 a staff reflecting its geographical representation and diversity and primarily prefers and recruits staff from its member countries. The ISA maintains a retirement age of 65 years.

Applications close: 19 November 2023 at 12 midnight IST

Please apply by email: careers.isa@talenttribeconsulting.com Your application should include a cover letter of 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