

## HR ASSOCIATE (G7\*)

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

**Do you see yourself working with and supporting the COO's office, with all aspects of the employee lifecycle? What if your role was seen critical to shaping, evolving and driving ISA to be a truly world class organisation? ... 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 Operations (COO) or a designated officer, you will support him/her across our business clusters, to improve performance and develop team capabilities. You will assist the COO with all facets of the HR life cycle. You will conduct your duties in a courteous, safe and efficient manner, in accordance with the ISA's Manuals, Policies and procedures, ensuring that a very high level of HR service is maintained and demonstrated at all times.

### Your Broader Scope of Work (but not limited to)

- Support the leadership in Identifying the developmental needs of the ISA team (improving the overall knowledge or skills of the various clusters);
- All Human Resources administration tasks
- Respond to questions, requests, and concerns from talent management regarding the ISA Human Resources programs, policies, and guidelines
- Assist (when required) with the screening of resumes, conducting interviews and reference checks.
- Support all hiring and recruitment processes for compliance with all required compliance (including ISA policies and standards).
- Coordinate and conduct reference checks, background checks, licenses and visa processes in accordance with ISA's procedures.
- Communicate to all applicants, who receive a job offer and manage and coordinate the logistics for ISA's onboarding.
- Manage the logistics and assist with the orientation of new employees.
- Logistics (for the training) of new hires on Human Resources process suite, programs, policies, information systems, etc.
- Advise the COO on the positions and the relevant remuneration budgets.

- Support processing and maintenance of payroll records in accordance with policies and procedures, as necessary.
- Ensure the accuracy and the maintenance of all ISA personnel records (including but not limited to interview documents, reference checks, Workplace Policies, applicant self-identification forms, Security clearance, Visas, FRRO, department orientation checklist, etc.)
- Maintain an adequate flexibility to respond to a varied range of workplace situations.

## **Education**

An undergraduate degree (Master's degree or equivalent desirable) specialising in HR management (or at least 5 years of HR experience within an international organisation or the international private sector).

## **What you will need to succeed**

- At least 5 years of previous experience in a similar role
- Experience as a HR Officer or similar role will be highly regarded.
- Working knowledge of HR functions, global best practice standards and general HR policies and procedures
- Outstanding HR administration and interpersonal skills
- Ability to take initiative and quickly adapt to the business changes
- Proven experience displaying attention to detail.
- The ability to handle sensitive information with a high level of confidentiality and professionalism.
- A demonstrated ability to multitask and deliver on desired HR/Operational outcomes

## **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](mailto: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>