Communications & Advocacy Specialist (P3)

We are currently recruiting a Communications and Advocacy Specialist

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>COMMUNICATIONS AND ADVOCACY SPECIALIST</th>
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<tbody>
<tr>
<td>GRADE:</td>
<td>P3</td>
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<tr>
<td>DURATION:</td>
<td>Two (2) Years, Renewable Contract</td>
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<td>DUTY STATION</td>
<td>Gurgaon, India.</td>
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The International Solar Alliance (ISA) is an international/intergovernmental 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 cooperation platform 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 States meet their energy needs in a safe, convenient, affordable, equitable, and sustainable manner.

Role Summary

The successful candidate will lead the ISA Secretariat’s Communications unit, providing strategic advice, supporting the Director General and his senior leadership team, overseeing strategic media advice across the Secretariat, and creating the ISA’s media strategy.

The incumbent would be expected to manage ISA’s external and internal communications. The role will promote a positive public image and control information dissemination on ISA’s behalf. Apart from providing management and leadership to the Communications team, s/he will proactively advance media and public affairs for the ISA. The position will be responsible for the ISA’s communications strategy, the Director General’s Public Relations requirements, and the overall Advocacy Management of the ISA.

The role of Communications and Advocacy specialist may also be expected to act as the official spokesperson for the Director General and Secretariat (if required). S/he will direct, evaluate, and consistently oversee the progress and rollout of external communication strategies and consistently report. The incumbent will creatively provide strategic media advice to the ISA’s Secretariat in all areas of its media engagement (digital engagement excellence included).

Key aspects of the role will include (but not limited to)

- Lead, plan, assess, and regularly oversee the progress and implementation of all ISA communication strategies and report accordingly.
- Provide high-quality and strategic media advice to the Director General and his team at the Secretariat in all aspects of ISA’s media engagement.
• Develop and effectively lead the implementation of the corporate communication strategies.
• Lead the ISA’s Communications unit to promote and effectively reach ISA’s internal and external stakeholders.
• Drive communication excellence through digital engagement, delivering media and communications impact and achieving outcomes by optimising human and financial resources.
• Strategically position ISA by expanding the sphere of influence through international media and mass media or ISA’s electronic channels, impacting ISA’s mandated geographies.
• Develop and maintain excellent relationship(s) internationally with editors, correspondents, and other contacts in broadcast, print, and other media across the ISA member countries.

QUALIFICATIONS

EDUCATION

Postgraduate university degree (Master’s degree or equivalent or higher) in Public Relations, Communications, and or a relevant field

A first-level university degree, combined with two or more years of qualifying relevant experience, may be accepted instead of an advanced university degree.

EXPERIENCE

• A minimum of 12 years of international communications management work experience in communications and advocacy.
• The above should include at least three to four years at a P2 Level (or equivalent) within preferably a development/multilateral/public sector/private sector/international organization.
• Proven experience in establishing a robust global media influence – should be able to showcase a strong international influence.
• Should exhibit experience in successfully creating international media strategies and providing strategic advice to leadership(s).
• Proven experience in developing effective international corporate communication strategies, including internal and external communications
• Strong experience in Identifying and overseeing quality briefing lines on sensitive briefs in the relevant political and international media.
• Should have led and organized international communication/advocacy campaign initiatives and planned events (including media events).
• Should have fostered advocacy relationships internationally and showcased regular and consistent advocacy outcomes.
• Should have proven experience collaborating with marketing professionals globally, producing regular articles and exposures.
• Should possess strong team management and excellent organizational and planning abilities.
• Should have Led and built organizational staff capacity (maximising impact).

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 Adobe creative cloud apps, Canva, 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; 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 confidently 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