Vacancy Announcement

Programme Associate - Governance, Partnerships Unit

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Administration</th>
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<tbody>
<tr>
<td>Location</td>
<td>Gurgaon and or Delhi</td>
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<tr>
<td>Classification/Grade/Band</td>
<td>G7</td>
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<tr>
<td>Job Code</td>
<td>PAGPU2024</td>
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<tr>
<td>Date of job advert Posting</td>
<td>07 JUNE 2024</td>
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<tr>
<td>Date of Job advert Closing</td>
<td>30 JUNE 2024 (12 midnight – IST)</td>
</tr>
<tr>
<td>Agency Website</td>
<td><a href="https://isolaralliance.org/careersatisa/vacancies">https://isolaralliance.org/careersatisa/vacancies</a></td>
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Organisation Overview

The International Solar Alliance (ISA) is an international organisation, co-founded by France and India. The ISA is a 119-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 Chief of the Governance Unit, this role will support the successful deliverables of governance programs of the unit. S/he will support the planning, implementation, and evaluation of various activities ensuring that all governance and partnership goals, objectives, and outcomes are met. They will also communicate with external partners, stakeholders, and beneficiaries to provide information, feedback, and assistance.

Scope of work

1. The Programme associate shall support the deliverables under the Governance and Partnerships unit at the ISA Secretariat.
2. The Programme associate shall provide support with Governance body meetings, ISA events including international events including preparation of the agenda, coordination support, working documents, briefing, and background notes, etc. with relevant stakeholders.

3. The Programme associate shall support outreach, communication, and other activities with representatives from member states, non-member states/partners, corporate partners, and other relevant stakeholders.

**Key Accountabilities**

1. Support in conducting of ISA’s Governance body meeting including, but not limited to, logistics & communication support, brief & talking points, background notes, agenda notes, draft letters, a database of member/prospective member countries & partner/other organisations, and preparation of meeting summary reports as and when needed.

2. Support in conducting ISA strategic events and technical sessions/webinars including, but not limited to, logistics support, summary reports of meetings, communication material such as agenda, background notes, etc.


4. Support in Coordination with Countries, NFPs, Contact Points, Partners, Corporate Partners, and Special Invitees organisations.

5. Supporting the reporting officer in any other matter relevant to the scope of work.

6. Perform other duties as assigned

**Key Challenges**

- Support global best practices in the governance unit at ISA by assisting the unit head with cost-effective use of all resources entrusted to the unit in keeping with the ISA regulations, rules, and policies and

- Support the unit’s efforts towards developing strategies and processes to foster and ensure that key governance risks are identified, assessed, and managed to contribute to achieving agreed results and that risk management is embedded in all core governance processes/procedures and functions of ISA

- Support with strategies for the unit, including (external)relationships –

- Support the team optimise the use of resources for achieving results
Reporting Line
Chief of Unit, Governance

Direct reports
None

Budget/Expenditure
None

Capabilities of the Role

Education
A Bachelor’s degree in Engineering/Economics/Business administration/Humanities. A Master’s degree in Engineering/ Renewable Energy/ Economics/ Business administration/ Humanities is preferable.

Professional
- A minimum of 3 to 5 years of experience which should preferably include a multilateral or an international organization (including UN), Government, public sector, private, academia, non-governmental sector, and corporate,
- 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 support that ensures that quality decisions are made at a (multi-country level) governance body.
- Should have played an active role in supporting governance excellence in a unit similar to that of ISA.
- 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.

Please **apply** in confidence by emailing careers.isa@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](https://isolaralliance.org/careersatisa/vacancies)

**Closing Date: 30th June 2024**