



## Executive Associate (G7) to the Director General (DG)

### Your New Organisation

The International Solar Alliance (ISA) is an international organization headquartered in Gurgaon, National Capital Region of India. The vision and mission of the ISA is to provide a dedicated platform for cooperation among solar resource rich countries where the global community, including bilateral and multilateral organizations, corporates, industry, and other stakeholders, can make a positive contribution to assist and help achieve the common goals of increasing the use of solar energy. Thereby, help ISA Member States to meet their energy needs in a safe, convenient, affordable, equitable and sustainable manner.

### Your New Role

A vacancy has arisen for an Executive Associate to join their team to provide support to the DG. This role reports to the DG of ISA and shall perform a variety of administrative tasks and support the various stake holder groups. As a highly experienced professional you will work closely with the DG daily with management reporting, diary management, travel, inbox management and administrative support. As a key representative of the DG's office, you will also be responsible for building and managing effective relationships with internal and external stakeholders to ensure that the DG office's outputs are delivered in an efficient and timely manner.

### Tasks for example include (but are not limited to):

- Acting as the point of contact among executives, staff, clients, and other external partners
- Managing information flow in a timely and accurate manner
- Managing DG's calendars and setting up meetings
- Make travel and accommodation arrangements (as per DG's requirements)
- Prepare weekly/monthly/quarterly reports (or at any stage that DG would request)
- Format information for internal and external communication memos, emails & presentations.
- Take minutes during meetings
- Screen and direct phone calls and distribute correspondence

### What you will need to succeed

- At least 10 Years' experience as an Executive Associate or similar role (in energy and climate domain preferred).
- Proficiency in MS Office
- Outstanding organizational and time management skills
- Excellent verbal and written communications skills
- A clear understanding of the need to maintain confidentiality, integrity and discretion
- Substantial experience of liaising with external stakeholders and key relationships effectively to foster positive working relationships
- University Graduate

### Languages:

Fluency in English (both oral and written) is required.

### Your place of Work:

If successful (with the recruitment), you will be based at the DG's office, ISA Secretariat, ISA, India, on a full-time basis (2-year term, with a possibility of extension, as per ISA Rules & Regulations).

### Your pay and benefits:

The ISA strives to achieve gender parity at all levels as it proceeds with the recruitment of both locally and internationally recruited staff. In this regard, female candidates are strongly encouraged to apply for all positions within the organization. The ISA primarily recruits staff from its member countries. The ISA strives to obtain a staff reflecting its geographical representation and diversity.



ISA offers a competitive remuneration package (salary and benefits), based on the UN Common Systems. ISA aims to become an employer of choice. Consequently, ISA offers competitive salary and benefits.

**What you need to do**

If you're interested in this role, please forward an up-to-date copy of your CV to: [careers.isa@talenttribe.co.in](mailto:careers.isa@talenttribe.co.in)  
Applications close: 24 May 2023 at 12 midnight IST.

**Please Note:** Candidates who have previously applied for this role need not apply again.