Vacancy Announcement
Monitoring and Evaluation Officer

Publication Date: 16 February 2021
Deadline for Application: 31 March 2021 (at midnight IST)
Title and Grade: Monitoring and Evaluation Officer P2
Indicative Annual Salary: USD 47,895 (base salary per annum) and other benefits[1]
Post Adjustment for Delhi: USD 15,756 (current per annum)
Duration of Appointment: One year, with possible extension up to a maximum of 9 years
Duty Station: Gurgaon, Haryana, India
Expected Date for Entry on Duty: As soon as possible

The International Solar Alliance is an inter-governmental organization headquartered in Gurgaon, India. The vision and mission of the International Solar Alliance 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 in meeting energy needs of ISA Member Countries in a safe, convenient, affordable, equitable and sustainable manner.

Duties and Responsibilities

Under the guidance and supervision of the Director, Finance/Resource Mobilization the Reporting, Monitoring and Evaluation Specialist will be responsible for the design and implementation of the monitoring and evaluations plans, strategies and activities for the various projects and activities developed within ISA. He/she will also have a key role for the due reporting process with the objective of systematically communicating and ensuring accountability of results for the various projects implemented by ISA programmes, governments and development partners and others as applicable.
Design and implement results-based monitoring and evaluation tools, plans, strategies and activities.
Develop and implement a monitoring and evaluation plan for ISA programmes, projects and activities.
Prepare reports as per the requirements established by ISA senior management.
Prepare reports as per the requirements of the Donors where applicable.
Provide support in the design of programmes, projects and activities document to ensure the appropriate application of monitoring and evaluation, quality assurance and internal control mechanisms.
Provide and track key indicators in line with relevant working documents.
Produce and commission monitoring and evaluations-related documents and reports. Provide support for the preparation of Terms of Reference (ToR) and oversight of reports production where appropriate.
Plan, manage and oversee thematic, programme, projects evaluations, assessments, and studies.
Participate in joint monitoring and evaluation exercises with partners and stakeholders.
Maintain close dialogue with partners including government institutions, CSOs, academia and private sector for M&E activities.
Organize, coordinate and lead monitoring and evaluation missions and events.
Follow up and support the implementation of recommendations arisen from M&E activities proposing adequate management response and actions and ensure proper communication of results.
Ensure quality assurance/control and compliance with established M&E standards of Programme Management Unit and funding partners requirements.
Provide guidance on monitoring and evaluation policies, procedures and practices to the Director, Finance/Resource Mobilization and senior management.
Facilitate knowledge management and ensure programme, projects and activities are informed by lessons learnt arisen from reviews and evaluations.
Preparation of Annual Results Report based on RBM framework
Participate in monitoring and evaluation capacity-building events and trainings and facilitate the dissemination of knowledge and expertise acquired within ISA and among relevant partners and stakeholders.

Competencies
Professionalism: Shows pride in work and in 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 difficult problems or challenges; remains calm in stressful situations.
Communication: Speaks and writes clearly and effectively; able to interact with senior government and private sector leadership; 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; ability to disseminate information through online platforms, social media and traditional methods. **Leadership:** Proven ability to lead teams of diverse staff; training and develop staff; successful counsel and conduct performance management; provide vision and direction to a team and lead the team to undertake innovative work. **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 in accordance with 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. **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Qualifications**

**Education:**
Master’s degree or equivalent in international relations, political science, business administration, public administration, engineering, economics, project management or related social sciences. Applicants with bachelor’s degree combined with four additional years of relevant experience may be considered.

**Experience:**
Minimum 6 years of relevant experience in monitoring, impact study and evaluation, preferably with 2 years of which are related to energy issues/programmes; Proven experience in coordinating and communicating with government institutions, CSOs and academia. Experience using a variety of monitoring and evaluation tools and methods for analysis, forecasting, and other data modelling experience, highly desirable. Experience in preparing results reports in the development and/or energy field is desirable; Experience using a variety of monitoring and evaluation tools and methods for analysis, forecasting, and other data modelling experience, highly desirable. Candidates with a first level degree (Bachelor or equivalent) would require an additional four years of directly relevant experience. Experience working with regional/international institutions/private sectors/donors in the sector of renewable energy will be an advantage. Two years of field level project implementation experience in a developing country is highly desirable. Preference will be given to candidates who have at least 2 years of international experience.

**Language and 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 (e.g. French, Spanish and Arabic) would be an advantage. Satisfactory skills in Outlook, MS Office products, and various ERP systems is highly desirable.

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Qualified candidates must apply for the above mentioned vacancy on-line, through ISA’s portal. Any applicants who have difficulties applying through the online portal should immediately contact the International Solar Alliance at recruitment@isolaralliance.org.

The International Solar Alliance is striving 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.

ISA primarily recruits staff from its member countries. However, consideration may also be given to qualified candidates from signatory and prospective member countries irrespective of nationality. ISA strives to obtain a staff reflecting its geographical representation and diversity.

Please be advised that the International Solar Alliance reserves the right to recruit individuals at a grade one level below the advertised grade of the post. Such an arrangement would be discussed with recommended candidate/s by the interview panel prior to offer.

ISA maintains a retirement age of 65 years.

Please note that only candidates under serious consideration will be contacted for an interview and will receive notice of the outcome of the selection process.

ISA retains the right to cancel the selection process if it is determined in the best interest of the Organization.

ISA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

In addition to the base salary and post adjustment ISA provides: dependency allowance, rental subsidy, education grant (for up to two school-going children), annual and sick leave, health insurance (in-patient, out-patient, and medicinal expenditure will be reimbursed by ISA for its staff and their dependents, excluding parents until the operationalization of the Health Insurance Policy), Pension Fund participation (lump sum payment equivalent to UN common system rates). ISA also provides for national income tax reimbursement from Tax Equalization Fund. Hardship allowance is not included at this duty station. Please refer to ISA Rules and Regulations at website www.isolaralliance.org.