



CHIEF OF OPERATIONS

JULY 2021



OXFORD HR
SEARCH FOR A BETTER WORLD



WELCOME

Dear Candidate,

Thank you for your interest in joining us. This is indeed a fantastic opportunity to work for the International Solar Alliance that touches the lives of billions of people across the globe. What we do matters. We are a growing international organization with 77 member countries and more joining the cause every day. We are tasked with the purpose of universalization of solar energy to facilitate energy access in every corner of the world. We strive to impact key areas of universal energy access, ensure energy security, energy transition to cleaner sources, and green economic recovery. Our work culture is not contained to one country but bears the strength of many. In such an inclusive and diverse culture, each of us represents the culture of our country and we learn and adopt from others around us.

During your tenure with us, you will be the agent of change for global energy transition and will help in making solar the first choice for decision makers in energy scenarios. Collectively, we will be working to expand ISA's membership base, funds for solarization through innovative mechanisms, and various initiatives. We will be forging partnerships, and building coalitions with stakeholders, leading think-tanks and NGOs as we progress in this journey. Let us dream with a purpose, tread in reality and function with intent for a better and brighter future for all.

I welcome you to ISA.



Dr. Ajay Mathur
Director General, ISA





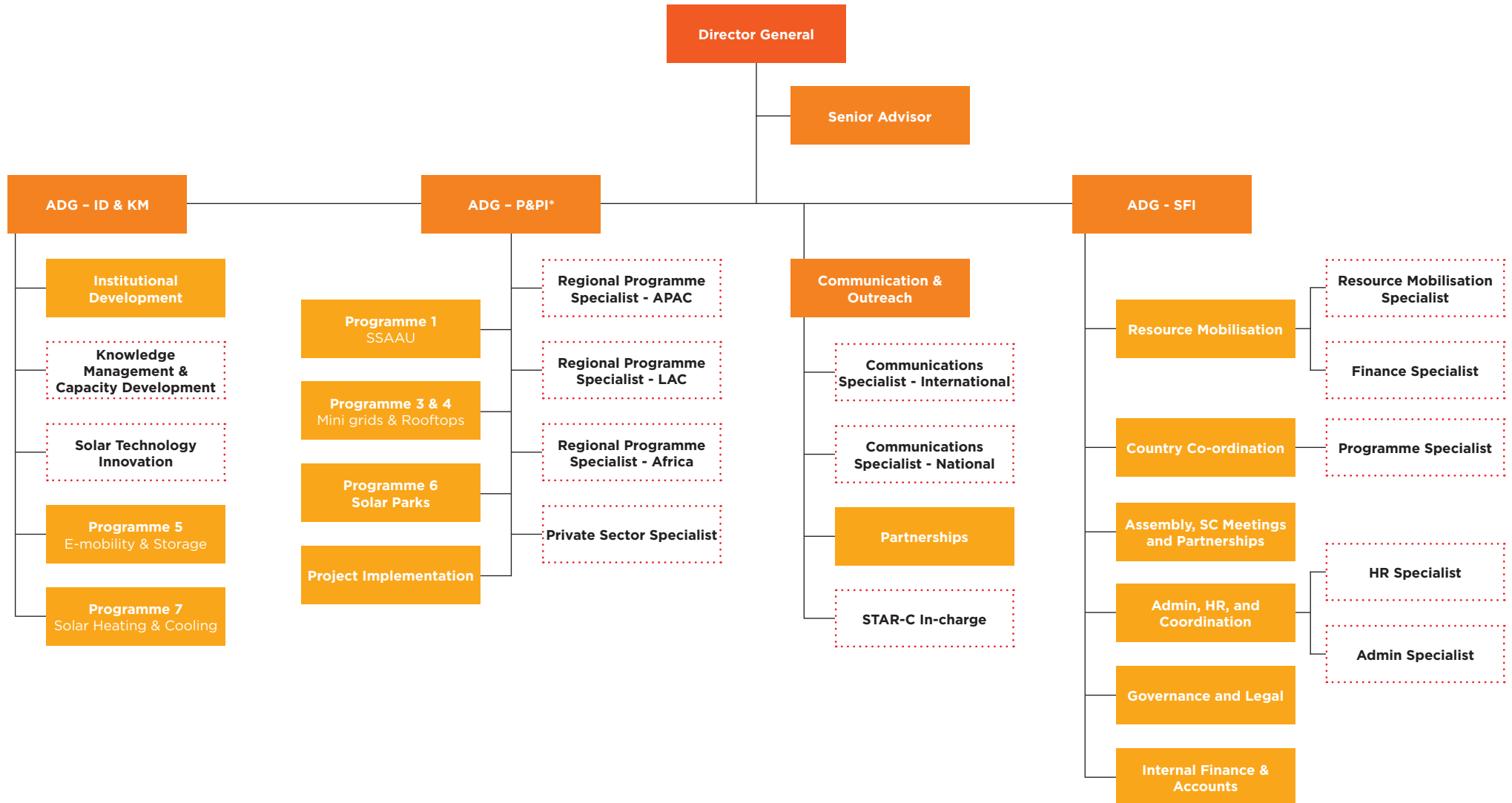
ABOUT ISA

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 in meeting energy needs of the ISA Member Countries in a safe, convenient, affordable, equitable and sustainable manner.

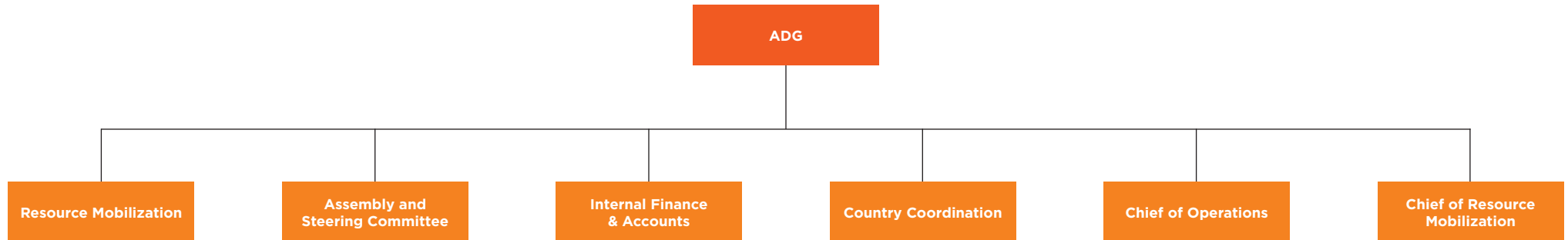
PRESS NOTES



ISA'S ORGANOGRAM



STRATEGY, FINANCE AND INVESTMENTS CLUSTER



THE ROLE

TITLE:	Chief of Operations
GRADE*:	P4
DURATION:	Two Year, Renewable Contract
DUTY STATION:	New Delhi and Gurgaon
EXPECTED START DATE:	As soon as possible (Working remotely is also an option, depending on the pandemic situation)

*as defined in the salary scales applicable in the United Nations Common System

The Chief of Operations will report directly to the Assistant Director-General for Strategy and Resource Mobilization, and lead a small team of Professional, National Officer and Administrative Staff members. The Chief will be responsible for providing expert advice, developing policies, and leading the Human Resources, meeting services/support, ICT and Procurement for the Organization. S/he will help in conceptualizing, planning, designing administrative services for the ISA, drawing on global best practices.



DUTIES AND RESPONSIBILITIES

HUMAN RESOURCES

Lead the implementation of and further development of ISA Staff Regulations, Rules and Procedures for managing the ISA secretariat's human resources related matters such as:

- Provide advice on interpretation and application of policies, regulations, and rules. Review and provide advice on exceptions to policies regulation and rules; Provide advice and support to the Assistant Director-General on human resources related matters such as strategic recruitment, contract modalities, performance evaluation; Assess workforce requirements, map available competencies and skills, and identifies capacity gaps.
- Management of transparent and competitive recruitment and selection processes including updated job descriptions, proper job classification, vacancy announcement, screening of candidates, organization and chairing of interview panels, making recommendations on recruitment.
- Provide advice to managers on transparent and competitive process for project recruitment, adequate TOR describing terms of payment based on results, standard matrix of recruitment processes and request for contracts.
- Supervise and monitor the work of the National Officer and Human Resources Assistants in carrying out all human resources administrative transactions including preparation of personnel actions, maintenance of staffing tables, and processing of contracts; Administer and provide advice on salary and related benefits, travel, and social security entitlements; Determine and recommend benefits and entitlements for staff on the basis of contractual status; (keeping economy and optimization in view.)
- Review and recommend level of remuneration for consultants.
- Identify, assess, and analyze organizational needs for performance management and staff development and propose and deliver programs to meet the needs in line with overall organizational goals and objectives. Evaluate effectiveness and impact of staff development and performance evaluation programs and recommend ways to enhance effectiveness and impact.
- Identify and analyze staff development and career support needs and design and facilitate/support implementation of programs to meet identified needs.
- Advice and counsel staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements.
- Manage International staff entitlements and position funding. Close communication with local Government institutions to solve international staff-related issues.



DUTIES AND RESPONSIBILITIES

PROCUREMENT AND LOGISTICAL SERVICES MANAGEMENT

Lead the implementation and further development of ISA's procurement regulations and procedures and manage the ISA secretariat's procurement related matters such as:

- Preparation of procurement manual and ensuring 100% transparent procurements as per rules.
- Chairing the Procurement Committee.
- Use innovative ways to minimize cost of goods and services for ISA with no dilution in quality.
- Provide advice on interpretation and application of ISA procurement policies and procedures. Review and provide advice on exceptions to policies and procedures.
- Prepare and implement systems for planning and managing procurement of all goods and services for the ISA secretariat, including for projects implemented on behalf of donors, ensuring "best value for money" principles.
- Prepare and implement systems and templates in emode for negotiating and concluding contracts for goods and services procured by the ISA secretariat; supervision of the management of contracts; monitoring and reviewing performance of vendors; authorizing amendments to and extensions of contracts; Prepare recommendations to Procurement Committee and for the Director General on Contracts for high-value contracts.
- Compliance with corporate rules and regulations in the management of the procurement strategies including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management e-procurement promotion and introduction, performance measurement Proper management of ISA assets, facilities, and logistical services.
- Provide advice and support to senior management and requisitioning officers on procurement policies and procedures.

MANAGEMENT AND LEADERSHIP

Ensures forward-looking information and communications technology management and supervision of ICT team focusing on achievement of the following results:

- Maintain a secure, reliable infrastructure environment for ICT and adequately plans for disasters and recoveries.
- Identify and implement an effective ERP system for improved business processes and results and improved client services.
- Identification of opportunities and ways of converting business processes into web-based systems to address the issues of efficiency and full accountability.
- Promotion of different systems and applications for optimal content management knowledge sharing, information provision and learning including e-registry, web based office management system, Internet/ Organization website, and Intranet, etc.

ADMINISTRATION & COORDINATION

- Provide policy advice and implement new policies and procedures in each of the administrative areas under this area of responsibility. Identify and maintain partnerships and collaborations with other institutions.
- Provide advice, make presentations to and respond to requests from Member States.
- Conduct various capacity building programmes and trainings.
- Ensure security of ISA staff and premises.
- Contribute to resource mobilization efforts for the ISA.
- Any other task in area of work, including as assigned by the Director from time to time.

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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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 assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Uses time efficiently. Demonstrates 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 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.

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.



QUALIFICATIONS

EDUCATION

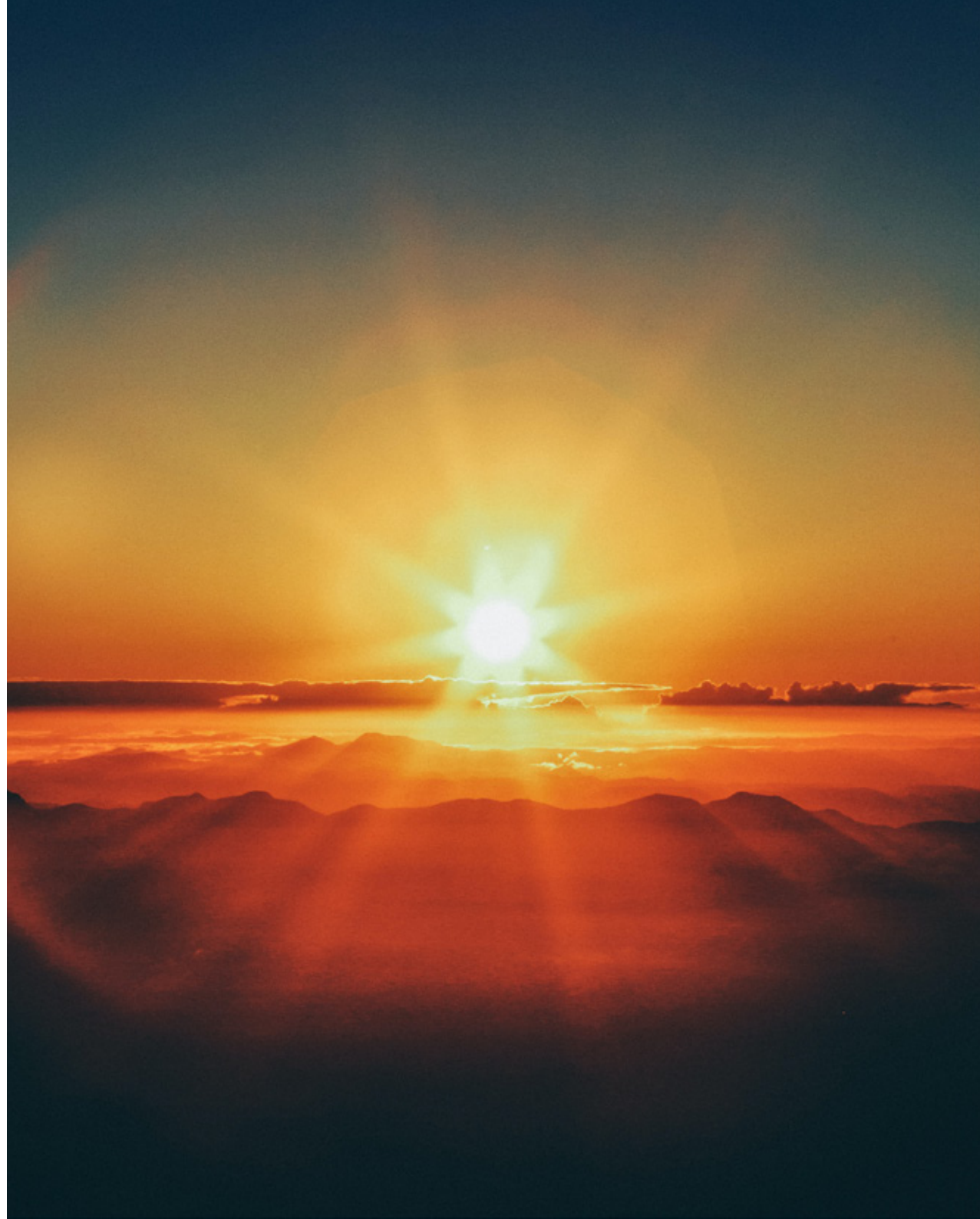
- Advanced university degree (Master's degree or equivalent or higher) in human resources, business administration, public administration, financial management, economics, or related discipline required.

EXPERIENCE

- A minimum of 10 years of relevant professional work experience for P4 level in the management of multiple support/administrative functions relevant for this position, including, financial management, human resources, IT and procurement.
- Preference will be given to candidates who have between 3 to 5 years of relevant international experience.
- Strong relevant experience in human resources management in the United Nations or International setting strongly desired.
- Relevant experience with major ERP systems desirable.
- Responsible relevant experience in budget, finance, administration, business administration or related area is required.
- Relevant experience in managing or (supporting) supervising multi- disciplinary teams is required.

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



RECRUITMENT GUIDELINES

The ISA 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.

The 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. The ISA strives to obtain a staff reflecting its geographical representation and diversity.

ISA offers a competitive international remuneration package (salary and benefits), which includes relocation, installation allowance, dependency allowances, education grant/education travel, medical insurance coverage, staff pension plan, annual leave, and home leave.

ISA aims to become an employer of choice. Consequently, ISA offers internationally competitive salary and benefits.



HOW TO APPLY

Before applying, please check that you can answer yes to all the following questions:

- Do you have a minimum of 10 years of relevant professional work experience in the management of multiple support/administrative functions such as financial management, human resources, IT and procurement?
- Do you have 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?
- Can you draw on global best practices and provide expert advice, develop policies, conceptualize, plan and design administrative services?

If you cannot answer yes to these questions, please do not apply, as we will be unable to progress your application.

If you can answer yes to all the above questions, then please visit isa.oxfordhr.co.uk and complete our online application form. Please provide a CV and cover letter in two different documents, which should be prepared before applying as they will be considered in the application process. The cover letter should be no more than two pages and explain why you are interested in this post and how your skills and experience make you a good fit. The document should be saved in MS Word in the following format:

The document should be saved in MS Word in the following format: Your First Name-Your LastName-Document Name-Date (mmyy) eg, Pat-Jones-CV-062021-ISA or Pat-Jones-CoverLetter-062021-ISA.

TIMELINE

Closing Date:	Monday, 9th August 2021
First stage interviews:	August / September 2021
Final interviews:	September / October 2021

SELECTION PROCESS

All candidates will be notified about the status of their applications. Shortlisted candidates may be required to undertake an additional assessment prior to the final interview.

QUERIES

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email isa-chief-operations@oxfordhr.co.uk in the first instance.





ABOUT OXFORD HR

Oxford HR operates globally - mainly within the international development and charity sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organisational development consultancy.

Oxford HR has many years of experience in search as well as an extensive network of international development, social sector, corporate, public sector, and academic contacts from across the world. We carry out comprehensive and often international searches designed to meet the specific needs of our clients.

Oxford HR's team members have significant personal experience of working in international development and the social sector as well as the corporate and governmental sectors. We are in a unique position to find and assess talented individuals from a variety of backgrounds.

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OXFORD HR

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