

# Job Advertisement

**Title: Consultant (Member and Partner Relations)**

**Duration of Appointment:** One year, with possible extension (as per ISA Regulations)

**Duty Station:** ISA Secretariat, Gurugram, India

**Expected date of joining:** As soon as possible

**Reports to:** Chief of Unit – Governance and Partnerships

## Overview of the Role:

The Governance & Partnerships Unit at the International Solar Alliance Secretariat is seeking an experienced and highly skilled Consultant with specialized expertise in intergovernmental and inter-agency relations, stakeholder outreach and relationship management. The Consultant will serve as a critical interface between ISA and its Member States and Partners, particularly in facilitating smooth communication, information sharing, and alignment of initiatives, ensuring that ISA's offerings and engagements remain responsive to stakeholder needs.

## Reporting structure:

The Consultant shall report to the Chief of Unit - Governance & Partnerships, while also providing cross-functional support to the other Units and Clusters within the ISA Secretariat. The Consultant must be comfortable working in a collaborative environment with the larger Governance and Partnership Unit.

## Duties and Responsibilities:

- Facilitate communication with Member States and institutional partners of ISA, ensuring timely responses and follow-up on queries, inputs, and requests for information. This also extends to prospective Member Countries of ISA and prospective Partners.
- Coordinate with external agencies to provide language services, including translation and interpretation for ISA's interactions with its stakeholders.
- Maintain the list of all stakeholders along with their contact details as a relationship database to be referred in all outreach programmes and activities. This also includes preparation of data subsets to be used for specific purposes.
- Maintain institutional memory and documentation on ISA's engagements with its Member Countries and Partners, including the Governance Body Meetings of ISA.

- Assist in organization of ISA's Governance Body Meetings through mobilization of participation from Member Countries and Partners through effective communication across channels and maintain records of participation.
- Collaborate with communications and program teams to streamline partner-related messaging and visibility.

#### **Required Qualifications and Skills:**

- Bachelor's degree in Public Affairs, Development Studies, International Cooperation, Renewable Energy or related field. Master's degree preferred.
- Minimum 5 years of experience in liaison roles, partnership coordination, or external affairs within an international or development organization. For candidates with a Masters' degree or a Doctorate, the experience criteria shall be relaxed by 2 years.
- Experience of organizing high-level events or governance fora shall be advantageous.
- Strong interpersonal, relationship-building, and diplomatic communication skills.
- Excellent writing, communication, and intercultural skills. Exceptional proficiency in the Microsoft Office Suite.
- Fluency in English is required; additional language proficiency is a plus.

#### **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 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 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.

#### **Application Process:**

Qualified candidates are invited to submit their application, including a CV and a cover letter detailing relevant experience, to [careers.isa@talenttribeconsulting.com](mailto:careers.isa@talenttribeconsulting.com) on or before **of the 17<sup>th</sup> of August 2025 (12 midnight IST)**.

Prospective applicants should highlight their suitability for this consultancy, emphasizing previous experience in similar contexts