

VACANCY ANNOUNCEMENT

Title:	Finance and Grants Specialist
Location:	New Delhi/Gurugram, Haryana, INDIA
Type of Contract:	Consultant
Post Level:	NO C (Open to Indian nationals only)
Languages Required:	English
Duration of Contract:	2 years, with possible extension.
Duty Station:	New Delhi, India
Deadline of Application:	15.02.2026

Background

The International Solar Alliance (ISA), an intergovernmental treaty-based organization headquartered in Gurugram, India, is a coalition of solar-resource-rich countries. It was conceived to address the unique energy needs of its member nations through the deployment of solar energy technologies. The ISA provides a dedicated platform for cooperation among its 120+ member countries, including governments, multilateral institutions, the private sector, and other stakeholders. Its mission is to drive collective action towards increased solar energy use, ensuring energy security, sustainable development, and improved energy access, particularly for low-income and energy-deficient regions.

To further its vision of universal energy access and a just energy transition, ISA's assembly had approved the establishment of the Multi-Donor Trust Fund (MDTF) during its Fourth Assembly in October 2021. The MDTF is a catalytic financing mechanism that mobilizes donor contributions and facilitates high-impact programmatic interventions aimed at accelerating the deployment of solar energy across ISA member countries. It is designed to reduce aid fragmentation, increase strategic coherence, and serve as a centralized platform for programmatic funding aligned with ISA's global energy agenda.

In 2025, the Global Energy Alliance for People and Planet (GEAPP) was appointed as the Trust Fund Management Agency (TFMA) to operationalize and manage the MDTF. Under this mandate, a dedicated Program Management Unit (PMU) is being established to support day-to-day operations, provide technical and strategic guidance, coordinate with ISA and partner countries, and ensure high-quality implementation of MDTF-supported programs across all ISA member countries, including India. The purpose of this Terms of Reference is to have a Program Management Unit (PMU) in place.

The MDTF focuses on three strategic pillars:

1. **Energy Transition Planning (ETP):** Supporting national and sub-national governments to develop integrated, investment-ready energy transition blueprints that identify pathways to accelerate clean energy deployment, reduce emissions, enhance energy security, and stimulate green jobs.
2. **Utility Digitisation (Digitalisation of Utilities for Energy Transition - DUET):** Strengthening the technical and operational performance of distribution companies (DISCOMs) and utilities through AI-powered grid digitization tools, demand forecasting systems, and loss reduction mechanisms to modernize electricity distribution and integrate distributed renewable energy (DRE) and battery energy storage systems (BESS).
3. **Global Capability Centre:** setting up a capability centre for providing ready expertise on designing and executing demonstrative, high-impact pilot projects that serve as replicable

models for ISA member countries, thereby facilitating south-south learning and cross-border knowledge exchange, for example on topics like e-procurements etc.

The MDTF aims to raise USD 100 million over three years, leveraging significant co-investment from governments, donors, private capital, and development financial institutions. The objective is to generate measurable climate outcomes by accelerating clean energy deployments, enabling institutional readiness, improving governance and capacity, and unlocking investment pipelines across ISA countries. By focusing on context-specific implementation and embedding support within national and sub-national systems, the MDTF is uniquely positioned to drive bottom-up, scalable transformation across diverse geographies.

Scope of Work

ISA plans to hire a **Finance and Grants Specialist** for the Program Management Unit under the Multi Donor Trust Fund. This role shall report to the MDTF In-charge.

Roles and Responsibilities

- Managing daily accounting tasks, including accounts payable and receivable, expense management, ledger reconciliations, bank reconciliations.
- Manage budgeting, financial tracking, cashflows, disbursements, and preparation of financial reports.
- Ensure adherence to internal and donor policies, results-based programme management, and financial controls aligned with donor expectations.
- Ensure timely completion of audits, due diligence, and ISA-MDTF compliance.
- Prepare and submit periodic reports for ISA management.
- Ensure compliance with tax filings, regulatory requirements, and internal financial policies.
- Maintain strong internal controls and approval process for accurate and timely processing of transactions.
- Maintain accurate financial and operational data in global accounting systems (SAP) to enable timely reporting.
- Act as a point of contact for donor compliances and reporting, addressing queries from donors, program teams, vendors, and management.
- Oversee contract and vendor management
- Other relevant tasks, as assigned by the MDTF In-charge

Skills Requirements

- Experience in project accounting, budgeting, and financial reporting of an International organisation.
- Strong diagnostic, analytical, and problem-solving skills.
- In-depth knowledge of programme/donor management policies and procedures.
- Excellent interpersonal, networking, organizational, and communication skills; ability to present coherent and convincing positions succinctly.
- Good leadership and facilitation skills with the ability to work under pressure and on multiple simultaneous projects.
- Demonstrated capacity for innovation, adaptability, and high tolerance for complexity and unpredictability.
- Fluency in English with excellent verbal and written communication, drafting, and presentation skills.

Educational Qualifications

- Bachelors or Masters in Finance, business administration, or other relevant degree.
- CA/CFA (preferred)

Experience

- At least 10 years of extensive experience in managing Finance for International Funds/organisation.
- Experience with handling GIFT City funds (preferred).
- Knowledge of donor systems and donor reporting requirements.
- Experience of working on accounting software SAP (Preferred).

Competencies

Professionalism: 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.

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.

Tenure

It will be initially for a period of two years, which could be further extended.

Consulting Fees

This role shall be eligible for a consolidated monthly consulting fee, the amount, pegged at par with gross salary of NO-C levels (as per UN Common Systems). This being a consulting role, shall not include benefits. The consulting fee shall be subject to the required tax deductions according to the local tax requirements in the Duty Station.

Recruitment Guidelines

Qualified candidates must apply for the above-mentioned vacancy and send their applications to ISA MDTF at mdtf_procurement@isa.int. The applicants should clearly mention "Finance and grants specialist" as subject while applying. 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 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. The ISA retains the right to cancel the selection process if it is determined in the best interest of the Organization. The 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.