

Vacancy Announcement

COMMUNICATIONS SENIOR ANALYST

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| Publication Date | 10-02-2026 |
| Application Closing Date | 03-03-2026 |
| Title | Communications Senior Analyst |
| Grade | NOB |
| Duration of Appointment | Duration: Three (3) years, renewable based on performance and organizational needs |
| Duty Station | International Solar Alliance (ISA) Headquarters, India (the ISA Secretariat in Gurgaon, or at the ISA's facility in Delhi, India or any other facility deemed necessary by the ISA.) |
| Expected Date of Joining | As soon as possible |
| Web-link | https://isa.int/career |

We are at the cusp of creating history through steering the globe out of its fossil fuel dependency! Are you able demonstrate quality through an evidence-based analysis on institutional mechanisms for advancing development of markets for renewables? Then please read on...

ISA is looking for professionals with a 'Can do' attitude, who are skilled, proficient, and competent, can contribute, strive, thrive and excel with the organization.

1. Your New Organization

The International Solar Alliance (ISA) is an intergovernmental organization of 125 Member Countries working to accelerate the deployment of solar energy to achieve universal energy access, energy security, and a sustainable, low-carbon future. Co-founded by India and France under the Paris Agreement, ISA serves as a platform for cooperation among solar-rich nations to mobilize investments, build capacity, and promote innovation in solar energy deployment across the Global South. Its mission is to unlock solar investments by 2030, while reducing technology and financing costs. Through initiatives across agriculture, health, transport, and power generation, ISA Member Countries are driving change by shaping policies, sharing best practices, setting standards, and mobilising investments.

2. Your Role and Scope of work

A. Content Development

- Develop, draft, edit, and refine high-quality content for print, electronic, digital, and website platforms.

- Produce content for reports, briefs, concept notes, articles, op-eds, blogs, website pages, newsletters, and institutional publications, including the organisational annual report.
- Translate technical and programme-related inputs into clear, accessible, and audience-appropriate narratives.
- Ensure consistency in institutional voice, tone, and messaging across all content outputs.

B. Event Communications and Content Support

- Support end-to-end content and communications for ISA events, including ministerial meetings, regional committee meetings, webinars, workshops, annual flagship events and all events which ISA hosts and participates in at sub-national, national, and international levels.
- Support outreach for events through development of pre-event, on-site, and post-event content, including event key messages, media briefing documents, promotional content and other collaterals as required.
- Produce post-event outputs including outcome notes, highlights, summaries, and impact narratives.
- Support rapid-turnaround content requirements during events, working closely with communications, events, and digital teams.

C. Digital, Media, Electronic, and Website Content

- Curate, develop, and manage end-to-end website content for ISA, from concept and structuring to review, publication, and regular updation, ensuring accuracy, timeliness, and alignment with institutional messaging.
- Draft, edit, and maintain website pages, including programme overviews, news and announcements, event pages, feature stories, and leadership content.
- Coordinate with design, digital, and web development teams to translate content into visually engaging, user-friendly web layouts, in line with ISA's branding and accessibility standards.
- Work closely with programme teams to capture milestones, outcomes, and impact stories, and ensure these are reflected through timely website updates.
- Ensure clarity, navigability, and digital suitability of all website content, with attention to structure, readability, and audience experience.
- Adapt website and long-form content for electronic communications and digital platforms, including newsletters and social media, in coordination with the digital team.
- Support media-facing and electronic content, including key messages, background notes, and press-related material, as required.

D. Coordination and Quality Assurance

- Coordinate with programme, events, design, and digital teams to consolidate inputs into publication-ready outputs.
- Proofread and quality-check all print, electronic, and digital materials prior to release.

3. What You Will Need to Succeed

Education

- Advanced university degree, minimum of Master's in Humanities, Communications, Event Management, or a related field.

Required Experience

- Minimum of 6 years of relevant professional experience in content development, strategic communications, and event curation and event-related communications.
- Proven experience creating high-quality content across print, electronic, and digital platforms for diverse audiences.
- Demonstrated experience supporting communications for high-level events, preferably within international, multilateral, or government settings.
- Exposure to event hosting or on-site content coordination, including managing speaker flows, scripts, moderator notes, and real-time content requirements.

4. Core Competencies

- Excellent writing, editing, and proofreading skills in English, with the ability to tailor content for policy, leadership, media, and public audiences.
- Strong ability to manage multiple deadlines, particularly in fast-paced, high-pressure event environments.
- Proven coordination and organisational skills, with high attention to detail and the ability to work across teams and stakeholders.
- Capacity to synthesise complex technical or policy information into clear, compelling narratives.
- Flexibility and responsiveness, including the ability to manage rapid-turnaround content during live events.
- Strong interpersonal and communication skills, enabling effective collaboration in multicultural and multi-stakeholder settings.

5. Your Place of Work

This position will be based at the ISA Headquarters, Delhi/Gurgaon, India, with international travel as required.

6. Your Pay and Benefits

ISA offers a competitive remuneration package based on the UN Common System, commensurate with experience and qualifications. Benefits include health insurance, pension contributions, and leave entitlements as per ISA Staff Regulations and Rules.



ISA values diversity, equity, and inclusion, and provides equal employment opportunities to all qualified candidates from its Member Countries.

At ISA, we value a diverse, inclusive workforce and provide an equal employment opportunity for all our employees and applicants. We will consider all qualified applicants without regarding an individual's race, color, gender/gender expression/orientation, and religion.

ISA seeks to obtain and retain a staff reflecting its geographical representation and diversity and as such, primarily prefers and recruits staff from its member countries.

ISA maintains a retirement age of 65 years.

For more details about our policies and practices you can refer to our website

[International Solar Alliance \(isa.int\)](http://isa.int)

Please apply in confidence by email to: careers.isa@talenttribeconsulting.com

Your application should include a cover letter no more than 2 pages and your detailed CV.

* <https://info.undp.org/gssu/onlinetools/SalCalcLocal/SalCalcLocal.aspx>

*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.

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