

## **Terms of Reference (ToR): Administrative Assistant – Technology Roadmap & Policy Unit**

<b>Publication Date</b>	22-01-2026
<b>Application Closing Date</b>	05-02-2026
<b>Title</b>	Administrative Assistant – Technology Roadmap & Policy Unit
<b>Grade</b>	Long Term Consultant
<b>Duration of Appointment</b>	One year, with the possibility of extension based on performance and ISA Requirement.
<b>Duty Station</b>	<b>ISA Headquarters in Gurgaon, India</b>
<b>Expected Date of joining</b>	As soon as possible
<b>Web-link</b>	<a href="https://isa.int/career">https://isa.int/career</a>

We are at the cusp of creating history through steering the globe out of its fossil fuel dependency! Are you able to 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. About the Unit**

The **Technology Roadmap & Policy Unit** leads ISA's analytical and strategic work on emerging and transformative technologies, including **Integrated Photovoltaics (Agri-PV, Floating PV, BIPV, VIPV), electric mobility, green hydrogen, solar PV and battery recycling, energy storage, and circular economy approaches**. The Unit supports Member Countries through technology roadmaps, policy inputs, knowledge products, and global coordination.

To support the effective functioning of this fast-paced and technically driven unit, ISA seeks to engage an **Administrative Assistant** who will work closely with the **two Co-Leads of the Technology Roadmap & Policy Unit**.

### 3. Objective of the Role

The objective of the role is to provide **high-quality administrative, coordination, and documentation support** to the Technology Roadmap & Policy Unit, enabling smooth planning, timely delivery, and effective internal and external coordination.

The role is well-suited for candidates with a **technical or sustainability background** who are keen to **learn about and contribute to emerging clean energy technologies**, while supporting a demanding and intellectually intensive programme environment.

### 4. Scope of Work (including but not limited to)

The Administrative Assistant will support the Unit across the following areas:

#### A. Administrative & Coordination Support

- Provide day-to-day administrative support to the **two Co-Leads** of the Technology Roadmap & Policy Unit.
- Support coordination of meetings, consultations, workshops, and missions, including scheduling, agendas, logistics, and follow-ups.
- Maintain calendars, track deadlines, and manage complex timelines across multiple parallel workstreams.

#### B. Documentation & Knowledge Support

- Support preparation of **technology briefs, background notes, meeting summaries, and internal documentation**.
- Assist in compiling inputs for reports, presentations, and policy notes prepared by the Unit.
- Maintain organised electronic filing systems and document repositories for Unit outputs.

#### C. Programme & Workflow Support

- Track progress against work plans, deliverables, and timelines.
- Support internal coordination across ISA teams and with external partners.
- Assist in organising technical events, consultations, and capacity-building activities.

#### D. Learning & Technical Exposure

- Support activities related to emerging technologies such as **Integrated PV, EVs, green hydrogen, solar PV and battery recycling, and circular economy approaches**.
- Build familiarity with ISA's technology roadmap and policy work through hands-on involvement.

## 5. Required Qualifications and Experience

### Education

- Bachelor's degree in Arts, Science, Commerce, Engineering, Management, Business Administration, public administration or related field is desirable.

**Bachelor's degree in Renewable Energy, Sustainability, Environmental Sciences, Energy Policy, or a related field is preferable.**

### Experience

- Minimum **3–5 years of relevant professional experience** in administrative, programme support, or coordination roles.
- Experience supporting **technical, research, policy, or programme teams** is desirable.

Prior exposure to energy, climate, sustainability, or technology-focused organisations is an advantage

## 6. Skills and Competencies

- Strong **multitasking ability** and comfort working in a **fast-paced environment**.
- Ability to **manage complex timelines**, track multiple deliverables, and follow through on actions.
- Strong organisational and planning skills with attention to detail.
- Ability to support preparation of **technology briefs, notes, and structured documentation**.
- Clear written and verbal communication skills.
- Ability to work effectively with **highly technical supervisors and experts**.
- Proactive, reliable, and able to work independently while collaborating within a team.

## 7. Languages

- Excellent command of **written and spoken English** is required.
- Knowledge of additional languages spoken in ISA Member Countries is an asset.

## 8. Reporting & Supervision

The Administrative Assistant will work under the guidance of the **Co-Leads of the Technology Roadmap & Policy Unit**, and coordinate closely with other ISA teams as needed.

**Please apply to [recruitment@isa.int](mailto:recruitment@isa.int) with your latest CV & cover letter mentioning last drawn salary or consulting fee\*.**

***\* Submission of experience letters, references, Salary Slip / documentation of last drawn salary/ compensation/ consulting fee, & other relevant documents required on selection.***