

Terms of Reference (ToR): Regional Programmes LAC Support Officer

(Home-based within Latin America & the Caribbean)

Publication Date	29-01-2026
Application Closing Date	12-02-2026
Title	Regional Programmes LAC Support Officer
Grade	Consultant
Duration of Appointment	1 year (renewable subject to performance and funding)
Duty Station	Home-based within Latin America & the Caribbean
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

The International Solar Alliance (ISA) works with Member States and partners to accelerate the transition to solar energy and support countries through cooperation platforms and stakeholder engagement. The purpose of this position is to provide dedicated operational and coordination support to the Regional Programmes Head – LAC, ensuring timely follow-up with countries and partners, smooth scheduling and preparation of engagements, systematic tracking of actions, and stronger execution support for ISA programmes and projects in the LAC region. To strengthen ISA's effectiveness in Latin America and the Caribbean, ISA is establishing a time-zone-aligned support function to assist the Regional Programmes Head – LAC with day-to-day coordination, follow-up, stakeholder engagement and programme implementation support across the region.

3. Scope of Work (including but not limited to)

Under the supervision and guidance of the Regional Programmes Head – LAC, the Support Officer will (non-exhaustive):

- i. Stakeholder coordination and follow-up (core)
 - Act as the day-to-day coordination focal point in the LAC time zone for government counterparts, utilities/regulators, Development Finance Institutions (DFIs), private sector, academia, and other stakeholders.
 - Schedule and coordinate meetings; prepare agendas; confirm attendance; circulate materials; document outcomes; and drive follow-up on agreed actions.

- Maintain updated stakeholder maps and contact lists for priority LAC countries and regional institutions.
- ii. Programme and project implementation support
 - Support coordination of programme/project implementation activities in the LAC region, including preparation of briefs, action notes, and implementation trackers.
 - Assist with organizing and supporting meetings and workshops, and provide support to the implementation of existing projects in the region.
 - Support monitoring and reporting of programme activities, including progress updates, risks/issues logs, and next-steps planning.
- iii. Opportunity scanning and partnership support (supporting role)
 - Support identification and documentation of strategic programme and project opportunities, including country needs collection and partner mapping. (Support role to the Head.)
 - Assist in partnership coordination, including outreach support, meeting preparation, and follow-up logs aligned with the Head's guidance.
 - Support preparation of draft materials (talking points, concept notes, short opportunity notes, and inputs for funding proposals) for review by the Head.
- iv. Reporting, documentation and knowledge management
 - Maintain an organized digital repository of briefs, minutes, correspondence, presentations, trackers, and deliverables (following ISA internal discipline and confidentiality).
 - Prepare concise periodic updates (weekly/monthly) for the Head, consolidating country-by-country progress, blockers, and proposed actions.

4. Deliverables

Deliverables will be agreed within the first 2–3 weeks. Indicative outputs:

- 90-day onboarding workplan (priority countries, stakeholder map, engagement calendar).
- Live action tracker for all LAC engagements (actions, owners, deadlines, status).
- Monthly progress note (2–4 pages) covering activities delivered, progress vs. plan, risks, and recommended next steps.
- Meeting packages (agenda + participant list + background brief) and minutes/action notes for priority meetings/workshops.
- Opportunity notes (1–2 pages each) for new cooperation/project opportunities for Head's review.

5. Performance Indicators

- Timely closure of follow-up actions and quality of stakeholder coordination.
- Accuracy and usefulness of trackers, briefs, and meeting documentation.
- Demonstrated improvement in responsiveness and continuity of engagement with LAC counterparts (time-zone advantage).
- Reliability, discretion, and strong internal coordination with ISA teams as guided by the Head.

6. Profile and Qualifications

- i. Education
 - Advanced university degree (Master's or equivalent) in energy, engineering, energy management/economics, public policy, international development, or related field.
 - A Bachelor's degree with additional relevant experience may be considered.
- ii. Experience

- Minimum 5 years of relevant experience in programme coordination/implementation in energy, renewables, infrastructure, climate, or development cooperation (solar/energy access experience is a strong asset).
- Proven experience coordinating with government counterparts and multi-stakeholder partners (regional/international institutions, private sector, donors/DFIs).
- Experience working across multiple LAC countries is an asset.

7. Skills and Competencies

- Strong coordination and follow-up discipline; ability to move actions forward diplomatically and persistently.
- Excellent drafting skills (briefs, minutes, trackers, reports) and strong verbal communication.
- High attention to detail, strong prioritization, and ability to handle multiple parallel workstreams.
- Professional judgment, discretion, and ability to manage confidential information.
- Strong digital productivity skills (MS Office/Google Workspace, online meeting platforms, trackers).

8. Language Requirements

- English: Excellent written and spoken English is required.
- Spanish: Strong professional fluency required for LAC coordination.
- Portuguese and/or French: Advantage.

9. Travel and Working Arrangements

- The assignment is home-based within LAC with regular virtual engagements.
- Travel within the region may be required depending on programme needs and approved plans; occasional travel out of LAC region may be requested.

10. Remuneration and Payment Terms

Remuneration will be commensurate with experience and aligned with ISA's applicable contracting modality and budget availability. Payment terms will be linked to satisfactory delivery of agreed outputs and milestones.

11. Ethical Standards, Confidentiality and Conduct

The Support Officer will uphold ISA values and standards of professional conduct, including confidentiality of official information and respectful engagement with all stakeholders.

12. Application Process

Please apply to recruitment@isa.int with:

- CV (max 2–3 pages).
- Cover letter (max 1 page) describing relevant LAC coordination/energy/development experience.
- Last drawn salary or consultancy fee* mentioned in cover letter
- Two references (name + contact).
- Optional: short writing sample (1–2 pages) such as a brief, meeting note, or project summary.

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