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Fifth Assembly of International Solar Alliance  
18 October 2022  
New Delhi, Republic of India

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18 September 2022

*Agenda Item 20*

## Update on Status of Regular Staff of the ISA Secretariat

**Summary:**

This document presents the progress on the recruitment of the ISA Secretariat for CY 2021 and CY 2022. The Assembly is invited to review the update and provide guidance.

## Update on Status of Regular Staff of the ISA Secretariat

### 1. Background

The Working Document provides an update on the status of regular staff of ISA vis-a-vis the organizational roadmap as approved by the Second, Third and Fourth Assembly of ISA. The sanctioned strength of the ISA Secretariat as approved by the above Assembly meetings are given below:

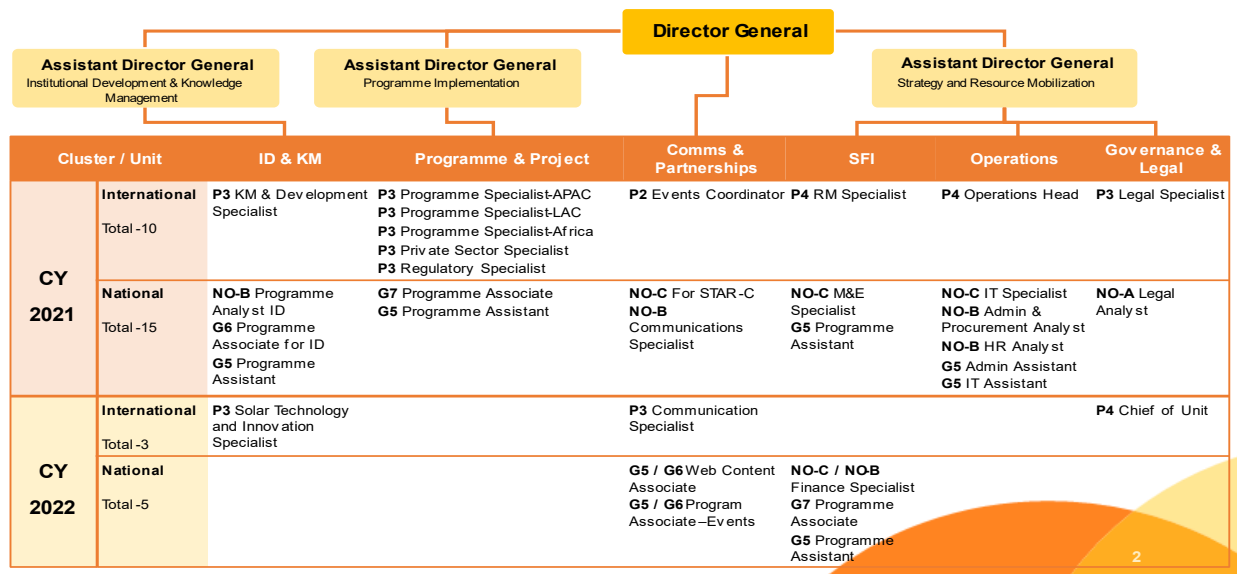
**Table 1**

Category of Staff	Positions as Approved by 1 <sup>st</sup> Assembly	Positions as Approved by 2 <sup>nd</sup> Assembly	Positions as Approved by 3 <sup>rd</sup> Assembly	Positions as Approved by 4 <sup>th</sup> Assembly	Presently Held Regular Staff	Remarks
ADG's	NA	NA	2	3	-	Two ADG's are held on Secondment
International Officers	21	16	16	16	6 (4 have joined, 2 yet to join)	In addition to the regular staff about 09 personnel are working in ISA on Secondment
National & General Staff	29	24	28	28	15	
<b>Total</b>	<b>50</b>	<b>40</b>	<b>46</b>	<b>47</b>	<b>21</b>	

From the above table it is evident that ISA needs to recruit 23 regular staff (other than ADGs) while simultaneously phasing out the personnel on secondment.

### 2. Current Status of Recruitment at ISA

The recruitment plan for 25 regular staff for CY 2021 was approved by the Fourth Assembly. In addition, a plan to recruit 08 Nos. regular staff in CY 2022 was also presented to the Fourth Assembly but its explicit approval was not sought.



## 2.1 Status of Recruitment for CY 2021

**2.1.1 International staff:** Against an approval of 10 staff positions only 04 staff have joined the ISA Secretariat and another 02 are in the process of joining. The details of recruitment for International Staff for CY 2021 are given in Table A of Annexure I. In these recruitments certain deviations from the Assembly approval have taken place. These are elaborated in para 3 below.

**2.1.2 National Staff:** Against the 15 approved staff positions for recruitment in CY 2022, 13 national officers / General Service staff have joined. The details of the recruitment carried out against these approvals for CY 2021 are given in Table 'B' and Table 'C' of Annexure I.

In these recruitments also certain deviations from the General Assembly decisions have taken place. These are elaborated in para 3 below.

**2.2 Status of Recruitment for CY 2022:** Though approval for CY 2022 is yet to be sought, 1 national officer and 1 General Service Staff have been recruited in accordance with the CY 2022 recruitment plan presented to the Fourth Assembly. The details of recruitment carried out against CY 2022 are given in Table 'D' of Annexure I.

Hence, as of 15 June 2022, the Secretariat has recruited 21 Staff members out of which 19 have joined and 2 are in the process of joining the ISA secretariat.

## 3. Deviations

During the process of recruitment as brought out in para 2 above there were certain deviations vis-a-vis the approval given by the Fourth Assembly. The details of these deviations along with along with their justification are given below:

**Table 2**

<b>S.No.</b>	<b>Deviations</b>	<b>Justification</b>
1.	<p>Recruitment of 2 Programme Specialists for APAC instead of one.</p> <p>(The position of Regulatory Specialist has been kept on hold to accommodate the deviation. The new positions needs to be cancelled. )</p>	<p>As approved in the ISA strategy, programmes in SIDS and the Asia region need focused attention. Due to the large size of the Asia Pacific region and the requirement of the Pacific Island countries being different from the other Asian countries, there was a requirement for 2 Programme Specialists in the APAC region.</p>
2.	<p>Recruitment of 2 Admin Assistants instead of one.</p> <p>(The position of Programme Assistant, SFI Cluster, has been kept on hold to accommodate the deviation. The new positions needs to be cancelled.)</p>	<p>There was a clear work requirement at the ISA Secretariat, budget availability, and consensus of the selection committee.</p>
3.	<p>Reclassification of Knowledge Management and Capacity Building position from P3 to P4.</p>	<p>ISA has launched two new programmes during the Fourth Assembly relating to Solar and battery waste management and circular economy, and green hydrogen, taking the total number of programmes to 9. Since these programmes would require thorough research and capacity building, it was recognized that workload will increase and experienced, qualified officials of sufficient seniority would be required.</p>
4.	<p>Recruitment of 01 National Officer and 01 General Service Staff as per Recruitment Plan CY 2022 which is not yet approved.</p>	<p>There was a need in the Strategy and Resource Mobilisation Cluster for the mobilisation and managing funds and the donors as per the 5-year strategic plan. In addition, to support the Director General, an experienced senior staff was required for day-to-day management including facilitation and coordination of various meetings with the countries, members, prospective members, partners and other strategic organisations.</p>
5.	<p>Change in Nomenclature without change in level.</p>	<p>The nomenclature for the following positions was changed to make the position more relevant:</p> <ol style="list-style-type: none"> <li>1. The RM Specialist was changed to Chief of Resource Mobilization.</li> </ol>

		<p>2. The Operations Head was changed to Chief of Operations.</p> <p>3. Finance Specialist was changed to Resource Mobilization &amp; Financial Specialist.</p> <p>The nomenclature for the following was changed to align the positions and levels in different cluster:</p> <p>4. Communications Specialist was changed to Communications Analyst.</p> <p>5. NOC for STAR-C was changed to Programme Specialist: STAR C.</p>
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Due to the deviation at S.No.3 above, the sanctioned strength of ISA staff and officials at various levels are now as per the table given below:

**Table 3**

<b>S. No.</b>	<b>Level</b>	<b>Numbers as Approved</b>	<b>Proposed levels for approval (without change in overall strength)</b>
1	ADG's (D1/D2)	3	3
2	P4	4	5
3	P2/P3	14	13
4	NO	14	14
5	GS	12	12
	Total	47	47

Ex post facto approval of the Standing Committee and the ISA Assembly is being solicited for the above-mentioned deviations.

No recruitment will be carried out against the positions of Regulatory Specialist and Programme Assistant, SFI cluster mentioned at Sr. Nos. 1 and 2 of the table above.

#### **4. Approvals Sought:**

4.1. Ex Post facto approval is sought for the following:

- a) The recruitment of one additional Programme Specialist APAC and one Administrative Assistant vis-a-vis the approval of the 4<sup>th</sup> Assembly, in the first round of advertisements, without an increase in the sanctioned strength by holding one position of Regulatory Specialist and one Programme Assistant in abeyance respectively. The approval for positions of one Regulatory Specialist and one

- Programme Assistant may now be withdrawn by the Standing Committee and the ISA Assembly.
- b) Upgrading the post of Knowledge Management and Capacity Development from P3 to P4.
  - c) Recruitment of 01 National Officer and 01 General Service Staff in accordance with CY 2022 recruitment plan presented to the ISA Assembly which is yet to be approved by the ISA Assembly.
  - d) Nomenclature of five posts as brought in SI no. 5 of Table 2 above.
  - e) The revision of the strength at various levels of the Secretariat as given Table 3 of para 3 above.
- 4.2. To strengthen the perception of ISA as an organisation which is even handed and transparent in its functioning approval of the Standing Committee is sought to authorise the President of ISA Assembly to select a distinguished person with administrative and vigilance experience to carry out an audit of all recruitments of regular staff, secondments and hiring of consultants done after June 2021 and up to 15 June 2022.

The Fifth Assembly of ISA is requested to review the progress made in the recruitment of the ISA staff and provide necessary guidance.

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**Annexure I**
**Status of Recruitment at the ISA Secretariat**
**Table A: CALENDAR YEAR 2021- INTERNATIONAL STAFF**

S.No	Title	Grade as Approved by 4 <sup>th</sup> General Assembly	Grade as per Final Recruitment	No of Posts Approved by 4 <sup>th</sup> General Assembly	No of Candidates Finally Recruited	Cluster	Status	Remarks
1	Private Sector Specialist	P3	P3	1	1	Programme & Project Implementation	Advertised and joined	
2	Legal Specialist	P3	P3	1	1	Legal Unit	Advertised and selected candidate yet to join	
3	Programme Specialist, Africa	P3	P3	1	1	Programme & Project Implementation	Advertised and selected; selected candidate subsequently did not accept offer;	Position will be readvertised
4	Programme Specialist, APAC	P3	P3	1	2	Programme & Project Implementation	Advertised and 01 candidate joined & other likely to join	
5	Programme Specialist, LAC	P3	P3	1	1	Programme & Project Implementation	Advertised and selected; selected candidate subsequently did not accept offer	Position will be readvertised

6	Chief of Resource Mobilization	P4	P4	1	1	Strategy and Resource Mobilization	Advertised and selected; selected candidate subsequently did not accept offer	Position will be readvertised
7	Knowledge and Capacity Development Specialist	P3	P4	1	1	Institutional Development & Knowledge Management	Advertised and joined	Ex-Post Facto Approval is being sought for the change in grade.
8	Chief of Operations	P4	P4	1	1	Operations	Advertised and joined	
9	Events Coordinator	P2		1		Communications and partnership	Position on hold	To advertise
10	Regulatory Specialist	P3		1		Programme & Project Implementation	On Hold.	A Programme Specialist APAC has been recruited in lieu of this position.
			<b>Total</b>	<b>10</b>	<b>9</b>			



**Table B: CALENDAR YEAR 2021 - NATIONAL OFFICERS**

<b>S.No</b>	<b>Title</b>	<b>Grade as Approved by 4<sup>th</sup> General Assembly</b>	<b>Grade as per Final Recruitment</b>	<b>No. of Posts Approved by 4<sup>th</sup> General Assembly</b>	<b>No of Candidates Finally Recruited</b>	<b>Unit</b>	<b>Status</b>
1	Legal Analyst	NOA	NOA	1	1	Legal	Advertised and joined
2	Admin and Procurement Analyst	NOB	NOB	1	1	Operations	Advertised and joined
3	Communications Analyst	NOB	NOB	1	1	Communications & partnership	Advertised and joined
4	HR Analyst	NOB	NOB	1	1	Operations	Advertised and joined
5	Monitoring & Evaluation Specialist	NOC	NOC	1	1	Strategy, Finance & Investments	Advertised and joined
6	IT Specialist	NOC	NOC	1	1	Operations	Advertised and joined
7	Programme specialist: STAR C	NOC	NOC	1	1	Knowledge Management	Advertised and joined
8	Programme Analyst	NOB		1		Institutional development	To advertise
			<b>Total</b>	<b>8</b>	<b>7</b>		

**Table C : CALENDAR YEAR 2021 GENERAL SERVICE STAFF**

<b>S.No</b>	<b>Title</b>	<b>Grade as Approved by 4<sup>th</sup> General Assembly</b>	<b>Grade as per Final Recruitment</b>	<b>No of Posts Approved by 4<sup>th</sup> General Assembly</b>	<b>No of Candidates Finally Recruited</b>	<b>Cluster</b>	<b>Status</b>	<b>Remarks</b>
1	IT Assistant	G5	G5	1	1	Strategy and Resource Mobilization	Advertised and joined	
2	Admin Assistant	G5	G5	1	2	Strategy and Resource Mobilization	Advertised and joined	
3	Programme Assistant	G5	G5	1	1	Institutional Development & Knowledge Management	Advertised and joined	
4	Programme Associate	G6	G6	1	1	Institutional Development & Knowledge Management	Advertised and joined	
5	Programme Associate	G7	G7	1	1	Programme & Project Implementation	Advertised and joined	
6.	Programme Assistant	G5	G5	1		Strategy & Resource Mobilization	Advertised and selected; selected candidate did not accept offer. Subsequently	An Admin Assistant was recruited in lieu of this position.

							position cancelled	
7.	Programme Assistant	G5	G5	1		Programme & Project Implementation	To be advertised	
			<b>Total</b>	<b>7</b>	<b>6</b>			

**Table D: CY 2022 - Positions Filled****Table D1: National Officers**

<b>S.No.</b>	<b>Title</b>	<b>Level</b>	<b>Unit</b>
1.	RM & Financial Specialist	NOC	Resource Mobilization

**Table D2: General Service Staff**

<b>S.No.</b>	<b>Title</b>	<b>Level</b>	<b>Cluster</b>
1.	Executive Associate	G7	Office of the Director-General