

## Job Description for Director at GBA

**Organization:** Global Biofuels Alliance

**Location:** New Delhi

**Level:** Director

**Salary and Benefits:** The recruitment to this position will be made via direct recruitment or on deputation/secondment from the member countries of GBA. Salary and benefits will be offered commensurate with experience and qualifications.

**Duration:** Appointment will be made for a duration of 3 years which may be extended for a maximum of 1 term.

**Job Summary:** GBA seeks an experienced professional to join its Secretariat as Director. Reporting to the Director General, GBA he/she will lead the developments and execution of a cohesive strategy for GBA and plan for all support functions including Administration, Human Resources, Finance and other operational functions in alignment with the organization's priorities and strategic outlook.

**About us:** GBA is a Multi-Stakeholder Alliance bringing together Governments, International Organizations and Industry, with a focus on advancing global biofuels adoption and will aim to position biofuels as a key solution to the global energy transition.

The GBA aims to enhance the development and deployment of sustainable biofuels by increasing awareness, supporting policy development and skill advancement, promoting best practices, fostering international trade, serving as a pivotal source of information and collaborating with various regional and international organizations to effectively achieve its objectives and endorsing standards and regulations among other measures.

### Key Responsibilities of the post:

As Director, you will:

- Develop and execute a strategic roadmap for GBA, setting short- and medium-term priorities to position the alliance as a global leader in biofuels.
- Lead research and thought leadership initiatives on core biofuels topics, with an aim to drive knowledge sharing, covering topics like industry best practices, and policy recommendations.
- Develop and execute key workstreams, including policy frameworks, planning and hosting workshops, as well as other workstreams as defined by TEC from time to time.
- Drive expansion efforts by engaging with potential member countries and organizations while strengthening relationships with existing members to ensure active participation.

- Represent GBA at global forums, policy discussions, and industry events while fostering strategic relationships with stakeholders.
- Plan and coordinate GBA's presence at key industry events, ensuring high visibility and engagement through speaking opportunities, roundtables, and hosted conferences.
- Establishing internal processes and foster a high-performance culture
- Identify and manage relationships with vendors, consultants, and service providers, ensuring high-quality execution of projects and initiatives.
- Oversee GBA's day-to-day operations, including budgeting, legal compliance, and administrative functions
- Support development and implementation of GBA's communication strategy, advocacy campaigns, and thought leadership initiatives to promote biofuels globally.
- Manage multiple responsibilities simultaneously, adapting to evolving priorities
- Perform other relevant duties as decided by the Director-General, GBA.

#### **Essential Competencies:**

- Proven strong leadership and people management skills and the ability to inspire others to achieve and deliver high performance.
- Exhibits a strong work ethic and professional competence, including strategic, technical, and intellectual skills.
- Proven ability to work effectively in multi-disciplinary and multi-cultural teams.
- Excellent communication and interpersonal skills, analytical and strategic planning skills, with the ability to handle multiple priorities
- Demonstrates strong ability to plan and prioritize tasks, effectively allocate time and resources, and work autonomously to complete assignments efficiently.

#### **Qualifications:**

- Post Graduate qualification in management, energy, public policy, or a related field with a minimum 15 years of experience.
- Candidates having experience in Bio Energy and related fields and/or experience with an international organisation/ multistakeholder alliance will be preferred

#### **Languages and IT Skills**

- Excellent command of both written and spoken English is required.
- Knowledge of global languages would be advantageous.
- Satisfactory skills in Outlook, MS Office products, and various ERP systems is highly desirable.

#### **How to apply?**

Interested candidates can apply by sharing their application including a cover letter and CV on the ([Application form link](#)).

GBA is committed to achieving workforce diversity. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All

applications will be treated with the strictest confidence. GBA does not discriminate against any candidate on any grounds, including age, gender, ethnicity, nationality, religion, or disability. GBA does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and gender/racial discrimination. All selected candidates will, therefore, undergo rigorous reference and background check.