Vacancy: Industry Advisory Board Coordinator

Position Title	Industry Advisory Board Coordinator
Grade / Level	NO-B
Directorate	Industry & Innovation Directorate
Duty Station	GBA Secretariat, New Delhi, India
Approved Annual Salary	Competitive salary commensurate with experience.
Application Deadline	17 August 2026

1. About the Global Biofuels Alliance

The Global Biofuels Alliance (GBA) was launched at the G20 Leaders' Summit in New Delhi on 9 September 2023 under India's G20 Presidency. In under three years, the GBA has grown from 19 founding countries and 12 international organisations to 34 member countries and 14 international organisations, making it one of the fastest-growing multilateral energy platforms globally. The GBA's mission is to accelerate the global adoption of sustainable biofuels by promoting policy excellence, building technical capacity, advancing international standards and global trade, and facilitating investment across the biofuels value chain.

Headquartered in New Delhi, India, the Secretariat works under the guidance of the Alliance Board and in collaboration with the Executive Committee and the Industry Advisory Board. As a dynamic and rapidly scaling international organisation, the GBA is committed to fostering an inclusive, high-performance environment where the world's leading experts collaborate to solve complex climate and energy challenges.

Core Values of the GBA Secretariat:

- Excellence & Innovation: We strive for the highest standards in research, policy, and operations, constantly seeking innovative solutions to global energy challenges.
- Collaboration & Consensus: We operate as a neutral, unifying platform, building consensus among diverse sovereign states, industry leaders, and multilateral institutions.
- Integrity & Transparency: We uphold strict fiduciary, ethical, and operational standards, ensuring accountability to our member nations and stakeholders.
- Diversity & Inclusion: We believe that solving global challenges requires diverse perspectives. We are committed to geographic, gender, and cultural representation at all levels of our organisation.

2. Directorate Context and Position Purpose

Background: The Industry & Innovation Directorate is critical to achieving GBA's multi-year strategic objectives. It is responsible for driving outputs that guide member states in their biofuel transition.

Purpose of the Role: The Industry Advisory Board Coordinator will serve a critical function within the Industry & Innovation Directorate, ensuring execution excellence and driving forward the Alliance's overarching mandate.

3. Detailed Key Responsibilities

- Strategic Leadership & Planning
- Operational Execution & Delivery
- Stakeholder Engagement & Coordination
- Governance & Administrative Duties

4. Required Qualifications and Experience

Educational Requirements: Advanced university degree (Master's or equivalent) in economics, engineering, climate change, MBA or any other relevant discipline. A first-level university degree combined with an additional two years of highly relevant qualifying experience may be accepted in lieu of an advanced degree.

Professional Experience:

- Progressively responsible professional experience 6 years relevant to the role's primary duties.
- Demonstrated experience working within or extensively interacting with international organisations, multilateral frameworks, or complex intergovernmental environments.
- Proven track record of delivering high-quality outputs under tight deadlines in a fast-paced, high-pressure environment.

Language Requirements: Fluency in oral and written English is mandatory. Knowledge of another official UN language is considered a strong asset.

5. GBA Core Competencies

- Professionalism: Demonstrates supreme technical competence, acts with integrity, and takes immense pride in work. Handles confidential and politically sensitive matters with absolute discretion.
- Communication: Speaks and writes clearly and effectively; tailors language, tone, and format to match diverse, multicultural audiences; demonstrates openness in sharing information.
- Planning & Organising: Develops clear goals consistent with agreed strategies; identifies priority activities; foresees risks and allows for contingencies when planning.
- Teamwork: Works collaboratively with colleagues to achieve organisational goals; solicits inputs by genuinely valuing others' ideas and expertise; supports and acts in accordance with final group decisions.

- Leadership & Judgement: Serves as a role model; empowers others to translate vision into results; makes tough decisions when necessary; takes responsibility for unit's performance.

6. Application Process

Interested candidates who meet the stringent requirements of this position are invited to submit their complete application package to recruitment@biofuelsalliance.com and careers@biofuelsalliance.com . A complete application must include:

1. A comprehensive Curriculum Vitae (CV) detailing relevant professional experience, educational background, and major achievements.
2. A detailed Motivation Letter (maximum two pages) explaining your suitability for the role, alignment with the GBA's mission, and specific examples of past impacts corresponding to the key responsibilities outlined in this document.
3. Contact details for at least three professional referees (referees will only be contacted for shortlisted candidates).

The GBA is an equal-opportunity employer. We actively encourage applications from qualified women and candidates from underrepresented geographical regions within the GBA membership. The recruitment process is merit-based, transparent, and conducted in strict accordance with the GBA Governance Framework. Due to the high volume of applications, only shortlisted candidates will be contacted for the next stage of the assessment process, which will include competency-based interviews and technical evaluations.