



Job Description

**ccNSO Secretary
GNSO Secretariat
At-Large Coordination Officer**

Position Summary

Performs administrative duties and carries out responsibilities in the following areas (including, but not limited to): supporting the regional At-Large organizations associated with ICANN, providing advice and counsel to them, facilitating their involvement in policy development and assisting them in fulfilling their responsibilities to the general population accessing, or wishing to access, the Internet.

Key Responsibilities

- Provide support regarding meeting and agenda management, including ensuring successful operations of meetings and keeping minutes.
- Provide operational and administrative support, including the management of archives, files, mailing lists and websites.
- Maintain awareness and compliance with rules and policies relating to organizational activities.
- Develop internal communications as well as communicate to external members of the internet community and other stakeholders.
- Conduct elections and manage the voting process to ensure secrecy, valid statistical output and trust.
- May support the At-Large, ccNSO or GNSO functions.
- Other duties as assigned or requested.

Qualifications

Minimum 5 years of international policy development experience

College degree required

Proficiency using Excel, Word, PowerPoint and Adobe Professional

Knowledge of Visio preferred

Proven ability to prepare detailed technical reports, presentations and speeches to internal and external audiences

Excellent presentation and facilitation skills

Detail-oriented and organized with the ability to multi-task

Ability to work with highly diverse workforce

Ability to work independently (self motivated)

Ability to handle confidential matters with discretion



Job Description

Senior Policy Counselor

Position Summary

Performs global policy development and research related duties and carries out responsibilities in the following areas (including, but not limited to): supporting the Generic Names Supporting Organization with legal advice and research.

Key Responsibilities

- Support and manage all elements of the GNSO's policy activities by researching appropriate national and international laws and contracts.
- Provide legal advice regarding laws and regulations relating to the Generic Names Supporting Organization in order to support the development of internet policies.
- Research, write and edit issue reports and position papers and produce informational materials.
- Understand complex internet law and contract issues and how they apply to ICANN's mission and purpose.
- Help advance the world's individual Internet user community's interests in ICANN's policy development and decision-making processes.
- Foster greater global understanding and awareness of ICANN mission to preserve the security, stability and interoperability of the internet through use of the internet, face-to-face communication, education and outreach programs.
- Other duties as assigned or requested.

Qualifications

Minimum 7 years related experience with national or international policy development.

Knowledge of the internet and Domain Name System required

College degree and J.D required

Proven ability to prepare detailed technical reports, presentations and speeches to internal and external audiences

Ability to work with highly diverse workforce

Strong computer skills including MS Office

Able to work independently (self motivated)



Job Description

Senior Policy Director

Position Summary

Performs global policy development related duties and carries out responsibilities in the following areas (including, but not limited to): supporting cross-functional activities that aid in the development of global policies that advance ICANN's mission of preserving the security, stability and interoperability of the Internet.

Key Responsibilities

- Manage global policy activities, provide direction and advice and act as a point of contact to cross-functional teams.
- Develop and implement programs, projects and strategies to advance policy objectives.
- Work with industry leaders, local governments and other worldwide stakeholders to provide strategic advice and help staff policy boards and committees.
- Establish effective communications with industry leaders, executives, managers and multi-disciplinary teams to ensure that ICANN's policy objectives are being met.
- Help advance the individual Internet user community's interests in policy development and facilitate decision-making processes.
- Foster greater global understanding and awareness of ICANN mission to preserve the security, stability and interoperability of the internet through use of the internet, face-to-face communication, education and outreach programs.
- Perform those administrative activities necessary for the effective management of the department, including provision for the selection and development of employees, pay administration, budget administration, and planning, organizing, integrating and measuring the work performance within the department
- Other duties as assigned or requested.

Qualifications

Minimum 10 years related program management and policy development experience

College degree and J.D required

Knowledge of the internet and Domain Name System required

Hands-on experience in a Registrar, Registry, Dispute Resolution provider, or law firm that handles domain name cases preferred

Proven ability to prepare detailed technical reports, presentations and speeches to internal and external audiences

Ability to work with highly diverse workforce

Expert computer skills including MS Office, authoring websites, online collaboration tools and publication software

ICANN www.icann.org is responsible for the global coordination of the Internet's system of unique identifiers, including domain names (like .com, .uk, .jobs, etc.), as well as the addresses used in a variety of internet protocols. A nonprofit public benefit corporation, ICANN is responsible for the global coordination of the Internet's system of unique identifiers. These include domain names as well as the addresses used in a variety of Internet protocols.

Effective: May 2008



Job Description

Vice President of Policy

Position Summary

Performs executive management related duties and carries out responsibilities in the following areas (including, but not limited to): global policy development, international stakeholder relations and communication strategy design.

Key Responsibilities

- Organize and direct strategies and programs to represent ICANN in matters involving federal, state, local and international governments and regulations.
- Provide policy direction and lead efforts to promote the organization's point of view to legislators and regulators.
- Oversee the development of global policies through bottom-up, consensus-based processes involving diverse stakeholders world-wide.
- Develop and maintain internal communication programs to ensure the organization's awareness of federal and state legislation that affects its activities.
- Advance the world's individual Internet user community's interests in ICANN's policy development and decision-making processes.
- Advance the global individual Internet user community with advocacy efforts to ensure value is provided to all Internet users.
- Direct government affairs and oversee government lobbying and communication.
- Determine the implications of the organization's objectives and develop plans to meet objectives, establish and interpret policies, review and approve procedures and establish organization structure for assigned functions.
- Other duties as assigned or requested.

Qualifications

Minimum 15 years related internet issues in civil society, media, industry, government or other relevant sectors is required, with at least 5 years of management experience, and education to the post graduate level

Fluency in English and another local language preferred

Knowledge of the internet and Domain Name System required

Proven ability to communicate complex and often controversial information, concepts, policies and positions, both verbally and in writing, to internal and external audiences

Excellent organization-wide management skills for a large, highly diverse workforce across multiple languages and cultures

Strong computer skills including MS Office

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