

Position Description



<i>POSITION TITLE</i>	VICE PRESIDENT SUPPORTING ORGANIZATIONS & COMMITTEE SUPPORT
<i>DEPARTMENT</i>	
<i>POSITION HOLDER</i>	TBA
<i>MANAGER'S TITLE</i>	PRESIDENT ICANN
<i>POSITIONS REPORTING TO POSITION</i>	TBA
<i>POSITION HOLDER'S SIGNATURE</i>	
<i>MANAGER'S SIGNATURE</i>	
<i>PREPARED BY</i>	ICANN
<i>DATE</i>	JUNE 2003

PART A: POSITION PURPOSE

The key purpose of this role is to manage support for key constituency groups to allow the smooth functioning of the ICANN policy process.

PART B: KEY RESULT AREAS AND KPI's PERFORMED

- Identify the **Key Result Areas (KRAs)** (the main responsibilities) of the position.
- A **weighting out of 100%** has also be given to indicate how much of an importance the KRA has in the position.

These KRAs will form the base of the Performance Plan that is to be developed for the incumbent of the position. Each element of the performance plan will have explicitly defined goals attached in terms of **time, quality and delivery outcomes**.

The four Key Result Areas for this position are:

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|---|------------|
| ▪ Stakeholder Communications | 20% |
| ▪ Board & Presidential support | 35% |
| ▪ Constituency Support | 35% |
| ▪ People management | 10% |

Each Key Result Area is further detailed on the following pages

Stakeholder Communications	Weighting	20%
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Responsibilities to be completed in a **timely and **accurate** manner**

- Ensure stakeholder confidence in the stability and effectiveness of ICANN's policy process
- Promote outcomes agreed through the ICANN policy process
- Coordinate work of ICANN with that of other related entities and constituencies
- Write and give speeches to government and business organizations to create greater understanding between community, government, and business organizations of the ICANN process
- Monitor policy and attitudinal changes in governments worldwide to determine their effect on ICANN and Internet community interests, and make recommendations to the Executive Team on appropriate courses of action
- Represent the organization in the absence of or under the direction of the President
- Ensure ICANN is appropriately represented and contributes to appropriate Internet community activities
- Ensure the organization's communications to stakeholders is clear and transparent

Board and Presidential Support	Weighting	35%
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Responsibilities to be completed in a **timely and **accurate** manner**

- Assist the Board and President in the implementation of the ICANN policy process
- Evaluate new proposals and their transit through policy development processes on behalf of the President
- Provides strategic advice to the President and key stakeholders on policy issues
- Provide information on stakeholder perspectives on initiatives under consideration by the organization
- Work as a member of the Executive Team on the development of organizational strategy
- Assist in the planning and implementation of the President's Standing Committee on Privacy

Constituency Support**Weighting****35%****Responsibilities to be completed in a **timely** and **accurate** manner**

- Develop and manage systems to ensure the smooth working of the policy process with key constituencies
- Manage relationships and policy issues with gTLD Registries and Registrars
- Plan and manage GNSO staff support
- Plan and manage ccNSO staff support
- Plan and manage GNSO policy development and support
- Plan and manage ccNSO policy development and support
- Provide input into developmental and President's task forces
- Plan and manage the gTLD Policy Development process
- Manage GNSO Secretariat duties
- Manage support for the GAC

PEOPLE MANAGEMENT**Weighting****10%****Responsibilities to be completed in a **timely** and **accurate** manner**

- Manage, coach and support the administration and support personnel associated with this function

PART C: SKILLS, EXPERIENCE, KNOWLEDGE AND QUALIFICATIONS

Competencies (skills)

Professional Skills

- Diplomatic skills
- Policy development
- Commercial acumen
- Negotiation skills
- Influencing skills
- Attention to detail
- Formal communications experience
- Team and culture building experience

Technical Skills

- Excellent written and verbal communication skills
- Fluency in English, especially in a policy environment
- Well developed presentation skills
- Skills in International policy development
- Strong computer literacy
- Project management skills
- Familiarity with the operation of:
 - gTLD registries and registrars;
 - ccTLD registries;
 - IP address registries;
 - Internet technical standards and protocols;
 - The broad range of business, individual, academic, and non-commercial users of the Internet;

Personal Attributes

- Ability to co-operate and work as part of a team
- Comfort in liaising at senior levels of Government and with the senior business and technical leaders and other members of the Internet community
- Confidence to challenge existing practices
- Tolerance for stress
- Adaptability/flexibility
- Comfort in dealing with multiple cultures and time zones that are part of an international organization
- A high level of interest and /or experience in the IT services
- Exposure to an Internet technology culture would be advantageous
- Second language skill an advantage

Experience/Knowledge

- Proven Industry/Government/Consulting experience at senior level (at least 10 years related experience)
- Extensive knowledge and experience of policy development
- International experience in Internet operations
- Ability to provide strategic and commercial input to business decisions
- Ability to develop relationships between the organization and its stakeholders/community.

Qualifications

- Post Graduate or Bachelors degree

PART D: COMMITTEES/PANELS/TASKFORCES

- Support to GNSO
- Support to Privacy Committee
- Support to the Board
- Business planning taskforces or projects as determined
- Support to the GAC
- Support to the ccNSO

PART E: KEY CONTACTS

Internal

- President and Departmental VP and GM's

External

- Customers
- General public enquiries
- Governmental Advisory Committee
- IETF
- ISOC
- SO's
- Registrars and Registries
- WIPO

PART F: DIMENSIONS OF THE POSITION

Other numerical information which may help to define the job (e.g. annual budgets, number invoices processed, budget accountability)

- Accuracy and timing of administrative processes
- Number of agreements successfully implemented through the policy process

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End