Announcement

The mission of The Internet Corporation for Assigned Names and Numbers (ICANN) is to coordinate, at the top level, the global Internet's systems of unique identifiers, and in particular to ensure the stable and secure operation of the Internet's unique identifier systems. It does so in close interaction with many stakeholder representations. ICANN receives input from governments through the **Governmental Advisory Committee (GAC).** The GAC's key role is to provide advice to ICANN on issues of public policy.

GAC is supported by the **GAC Secretariat**, so far rotating with periods of about five years. It is currently hosted by India and approaching the end of India's commitment (mid 2011). In response to the growing demands on the GAC in terms of safeguarding the public interest and enhancing transparency and accountability of ICANN, three member countries -Brazil, The Netherlands and Norway - took the initiative to finance and host a Secretariat for the next period of 5 years. The initial funding countries will put in place a lean and flexible Secretariat providing professional and proactive support to the membership with continued support from ICANN.

For this, the Secretariat will comprise a Chief Executive Secretary, a Senior Advisor, and an Office Manager to ensure continuity of support and knowledge development of the GAC. This team will work closely with ICANN who will continue its general support to the GAC. The Secretariat will be located in the Netherlands, and a start is foreseen between the 1st of January 2011 and the 41st ICANN/GAC meeting in San Francisco in June 2011, to which the team is expected to participate in its functioning capacity.

We seek a

Chief Executive Secretary

The GAC Secretariat will be managed by the Chief Executive Secretary (CES), responsible for the day-to-day management. The main tasks of the Chief Executive Secretary will be to assist the GAC Chair in developing and preparing the agenda and liaising with GAC Members, ICANN, and other ICANN communities.

The CES will be held accountable for the functioning of the Secretariat. When GAC guidance is needed in between GAC meetings which are held three times a year, the Executive Secretary will seek instructions from the GAC Chair and co-chairs. While being able to function independently, the CES will work closely with the GAC chair in progressing the GAC's work program.

Requirements

We are looking for somebody with adequate seniority having proven experience with public policy development in ICT's and internet. He/she should be familiar with the role, functions and procedures of ICANN and should be able to move and act easily in the wider ICANN community.

There should be a right balance between seniority and serving capacity. The CES should be a bridge builder between communities and have senior communicative and analytical capacities, and ensure execution of the operational work; making notes, writing papers, etc.

The following requirements are highly desirable and will be explicitly considered when comparing candidates:

1. An advanced university degree; master's degree or equivalent

2. At least 5 years of professional experience in the field of Internet matters, including at least 3 years of relevant practical experience in the subject matters related to ICANN meetings and agreements;

3. At least 5 years of professional experience in working for or with Public Administrations, and demonstrated understanding of and interest in public policy issues;

4. Excellent knowledge of Internet policy, and a good understanding of economic, international legal, and technical issues relating the Internet and Internet governance;

5. Ability to work in English, including the ability to write accurately, concisely and quickly, as this is the working language of the GAC. Knowledge of a wider range of working languages would be an asset;

6. Excellent communication and presentation skills;

7. Ability to work independently and to co-operate with others in a diverse international setting;

8. Proven ability to manage and stimulate effectively the work of other professionals in a small team, and experience with contracting and managing additional service providers, for instance for specific analytic work, up and beyond working with the core staff;

9. Demonstrated interest for the advancement of prospective member countries and new member countries, in particular interest and ability to work with government officials with the aim of getting them up to speed in the ICANN environment;

10. Demonstrated interest and sense of international public service.

What do we offer

A challenging opportunity to help shape professional support to the GAC in times of change in the landscape of Internet governance. The Chief Executive Secretary (CES) will not stand alone in her/his work. Initially, two more positions are to be filled in to work under responsibility of the CES. The Secretariat will be hosted by TNO in her offices in Delft, the Netherlands, about a half hour travel from Amsterdam Schiphol airport. TNO is the largest independent, not for profit, applied research organization in the Netherlands with 4.500 employees and 30 knowledge centers. The hosting facilities include housing, HR, IT and financial administrative support.

More specifically:

1. The contract will initially be for two years, with the option of prolongation;
2. Dutch labor law will apply to the fullest extent, and excellent labour conditions will be offered, including support for temporary housing and/or relocation – the latter includes both assistance in finding appropriate housing and covering of relocation expenses;
3. Indication of remuneration: between 85,000 and 120,000 US$ per annum

Submitting your application

We invite you to respond when you feel this challenge is exactly what you want in life now, and when you are prepared to dedicate the coming two to three years to help set up and run the Secretariat in the way described above, and when you are prepared to move to The Netherlands for doing so. Your application should include your contact details, motivation to apply, CV, and appropriate references, in PDF, and should be sent to info@gnksconsult.com **at the latest by Friday 12th of November, 2010.** Your application will be handled in confidence and discreetly, with the greatest care and taking into account the European Data Protection regulations. A background check will be carried out as part of the application procedure, for the final candidates. Requests for additional information should also be send to info@gnksconsult.com.