



Wednesday, 11 April 2007

VACANCY ADVERTISEMENT:

AFTLD ADMINISTRATIVE MANAGER

African Top Level Domains Organization ("AFTLD") was incorporated as a non-profit organization on December 19th 2002 in Mauritius. AFTLD acts as a focal point for all the African TLDs Managers, to discuss matters of policy that affect ccTLDs regionally and globally. Further, AFTLD presents the African region members position on global matters relating to the DNS and ccTLDs, and is a regional body of ccNSO (country code Name Supporting Organization), one of ICANN's supporting organization. To achieve these objectives, AFTLD is seeking a suitable candidate to run its day-to-day operations (primarily based in Mauritius) in the position of AFTLD Administrative Manager.

SCOPE OF THE JOB

This is a management position which requires a flexible, hardworking individual who has experience in communicating at an executive level of regional and international organizations. S/he should have experience in a "start-up" organization environment. As a domain name system-based and internet policy-focused institution, the incumbent should be able to communicate effectively using email and other on-line communication mechanisms (e.g. chat engines and Wikis).

Ability to co-ordinate and encourage participation in a multi-stakeholder environment is important, as is willingness to travel extensively and operate from various destinations. Also, the incumbent should be able to do presentations on various domain name & internet policy issues.

ORGANIZATIONAL RELATIONSHIP

The Administrative Manager will report to the executive committee ("Excom") of AFTLD, which is nominated by its members who are drawn from ccTLD managers in Africa.

RESPONSIBILITIES AND TASKS

The Administrative Manager shall assist the Excom, where delegated authority, in various activities, including the following:

1. Representing the organization and giving presentations at international meetings and conferences.

2. Facilitate and support the discussion and consensus building process amongst members including the development of policies and position papers.
3. Promoting the aims of not-for-profit ccTLD registries, enhancing the reputation of AFTLD and recruiting new members to the organization.
4. Ensuring a high level of service to the members by being responsible for the development and follow-up of AFTLDs annual work plan, mailing list management, information reporting, organization of member meetings and workshops within the region.
5. Facilitate and support the discussion and consensus building process amongst members including the development of policies and position papers.
6. Managing the secretariat functions and operations.
7. Liaison with members and other groups in the wider internet community including Government bodies, lobby and support groups.
8. Responsible for ensuring financial sustainability and stability of AFTLD.
9. Identifying and drafting briefing papers on pertinent issues relevant to members for further deliberations.

QUALIFICATIONS

1. Academic Degree or equivalent with at least 5 years professional experience in an ICT policy development or related position/area.
2. Good administrative and communication skills both spoken and written.
3. An understanding of the Internet policy development and Internet services.
4. In addition to English, knowledge of French and Portuguese (written and spoken) languages will be an added advantage.
5. Innovative and creative.

REMUNERATION PACKAGE

The package for this position is initially funded from donor funds, but will in the short term be primarily funded by surpluses generated by AFTLD through its revenue generation activities. The Administrative Manager should be driven to contribute to improving the organization's revenue generation activities.

DURATION

The position is initially available on a 2 year contract, which could be renewed and changed to a permanent position depending on the incumbent's performance.

APPLICATIONS

Applications should be forwarded to Vika Mpisane, AFTLD's Secretary & Treasurer, by fax (+27 11 234 5022) or by email to secretary@aftld.org. Enquiries should also be directed to the Secretary in writing via the same email address.

CLOSING DATE

The closing date for this position is Friday, 4 May 2007.