

## Hiring: Manager, Policy Programs

“A unique opportunity to contribute to addressing some of the most important policy challenges of the digital 21st century by enabling international multistakeholder cooperation among key actors. “

Location: Paris.

Start Date: immediately.

Competitive compensation and benefits.

### THE ORGANIZATION

The Internet & Jurisdiction Policy Network is the leading multistakeholder organization addressing the tension between the cross-border Internet and national jurisdictions. Its Paris-based Secretariat facilitates a global policy process engaging over 200 key entities from governments, the world's largest internet companies, technical operators, civil society groups, academia, and international organizations from over 40 countries. Stakeholders currently work in three Programs (Data & Jurisdiction, Content & Jurisdiction and Domains & Jurisdiction) to jointly develop policy standards and operational solutions to pressing legal challenges at the intersection of the global digital economy, human rights, and security. The organization is also the home of the I&J Retrospect Database tracking global trends and will launch in 2019 the world's first Internet & Jurisdiction Global Status Report.

The regular Global Conferences of the Internet & Jurisdiction Policy Network are institutionally supported by the Council of Europe, European Commission, ICANN, OECD, United Nations ECLAC, and UNESCO. Partner countries include France (2016), Canada (2018) and Germany (2019). The work of the organization has been presented to and recognized by key international processes, including the UN Internet Governance Forum, G7, G20 or the Paris Peace Forum, and covered in top media outlets such as The Economist, Washington Post, Financial Times, Politico or Fortune. The organization is financially supported by a uniquely diverse coalition of over 20 governments, companies, and organizations.

### WHY WE HIRE

The Internet & Jurisdiction Policy Network is growing. Its thematic Programs reach an important phase of maturity after the adoption of the Ottawa Roadmap in February 2018 and the formation of larger Contact Groups and Working Groups with 130 members from five continents. To maintain its high standards and live up to the legitimate expectations of its stakeholders, the Secretariat needs to increase its capacity to facilitate, manage and coordinate the policy development work to foster policy coherence and develop operational solutions. After the 3rd Global Conference in Berlin in June 2019, the Programs will further grow and additional efforts to implement outcomes will become relevant. The Secretariat further plans to make a significant effort to enshrine the successful methodologies and processes established since the 1st Global Conference in 2016. The successful candidate will have the responsibility, under the guidance of the Executive Director, to not only manage the Programs, but also further develop them. The Secretariat plans to hire, in addition, senior-level, experienced Heads for each Programs and additional policy support staff in the coming period.



STATES



INTERNET  
COMPANIES



TECHNICAL  
OPERATORS



CIVIL  
SOCIETY



ACADEMIA



INTERNATIONAL  
ORGANIZATIONS

## THE POSITION

The Manager of the Policy Programs will coordinate and oversee all relevant processes in the thematic Programs of the Internet & Jurisdiction Policy Network and further develop them. The Manager will, therefore, have the chance to make a significant contribution to addressing some of the greatest policy challenges of the digital 21st century. She or he will have the unique opportunity to leverage her/his understanding of the relevant topics, processes, actors, and institutions. It is a unique opportunity to combine both diplomatic and operational skills in a high-level international multistakeholder environment. The successful candidate has worked on the relevant topics for a major entity at the international level and is ready for a new challenge in a thriving and pioneering organization, where things are being built in the global public interest.

## THE WORK

- Coordinate and manage the processes of multistakeholder cooperation in the thematic Programs of the Internet & Jurisdiction Policy Network
- Provide policy and organizational support to the Coordinators and Facilitators of the Contact Groups of each Program, and the future Program Heads
- Coordinate and liaise with stakeholders in Contact Groups and Working Groups
- Facilitate and document policy discussions and support consensus building, in particular through the production of minutes and drafting of documents
- Observe, map and report on relevant global policy developments
- Further develop the Program's virtual and physical coordination and collaboration procedures, striving for operational excellence
- Manage procedures, tools, and timelines

## REQUIREMENTS

- Minimum of three years of relevant experience in a similar position (working in English), preferably within an international organization, government, multinational company, civil society organization or think tank
- Excellent operational skills, including management, synthesis, moderating, summarising, and reporting
- Significant knowledge of the topics addressed in the Programs of the organization and relevant actors in the ecosystem
- Excellent written and oral communication skills in English (other languages are plus)
- Demonstrated personal interest in multistakeholder cooperation; actual experience of a multistakeholder organization or process a major plus
- Graduate degree with very good results in Politics, International Relations, Law, or a related field
- Flexibility to juggle competing or changing deadlines and stay calm under stress
- Professional and approachable manner, experience of working in a multicultural workplace
- Must have the right to work in the EU

## APPLY

Please send your

- 1) Letter of motivation, explaining your qualification to manage the Programs of the Internet & Jurisdiction Policy Network, and your vision for this position (2 pages max)
- 2) Your CV
- 3) Contact details of at least two relevant references

To [jobs@internetjurisdiction.net](mailto:jobs@internetjurisdiction.net) with the subject line "Policy Manager - First Name Last Name"

Selected candidates will be contacted for an interview.



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