

## Hiring: Administration & Office Manager

“An exciting opportunity to support the management of the dynamic office of an international organization at the cutting-edge of Internet governance and multistakeholder cooperation “

Location: Paris/remote

Start Date: Autumn 2021.

Competitive compensation and benefits.

### THE ORGANIZATION

The Internet & Jurisdiction Policy Network (I&J) 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 300 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 has launched 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.

### THE POSITION

The Administration & Office Manager will be a key enabler for the effectiveness and happiness of the organizations' staff and support the administrative and organizational management of the office. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks, will be exceedingly well organized and flexible, and will enjoy the administrative challenges of supporting a small, multicultural office and programs with operations around the world. The ideal candidate is capable of effectively handling a variety of roles within a dynamic environment under minimum supervision, after a focussed onboarding phase.

This position requires frequent communication and coordination with all I&J staff in the headquarters office as well as the remote-work locations where I&J staff is present. The position is envisioned as full-time and is based in Paris with the option of full-time remote work in France. The working language is English. The capacity to handle administrative issues in French and possibly other languages is strongly desired.



STATES



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## THE WORK

- **Provide general administrative support to the I&J Secretariat to include**
  - Maintaining paper and online records and defining procedures for their retention, protection, retrieval, transfer, and disposal;
  - Provide support for the administration of grant applications, proposals and reporting duties
  - Support the tasks related to organizational institutionalization and transformation
  - Providing other daily support to the Director of Operations
- **Assist with various payroll and human resources functions to include**
  - Acting as key interlocutor for the preparations of staff celebrations, retreats and social activities;
  - Being the focal point for items related to the payroll system and reporting
  - Managing flow of incoming candidate applications;
  - Assisting new employees with their orientation to the organization, document processes and facilitate benefits enrollment and;
  - Maintaining human resources files in accordance with laws, regulations, and established standards.
- **Perform accounts payable processing and other basic accounting functions to include**
  - Developing and maintaining various financial databases and reports
  - Support the Director of Operations with grant-related reporting and documentation of expenses
  - Assist with entering and processing approved payments;
  - Developing and maintaining files
  - Collection and relevant expense invoices of other team members for annual accounts consolidation
  - Reconciling invoices and filling out payments request with proper coding;
- **Perform general office/facilities management duties to include**
  - Being technical focal point for the remote-office environment of the organization
  - General assistance with the upkeep and running of digital tools utilized by Secretariat staff
  - Being the point person for technical on- and off-boarding of staff members and consultants
  - Managing the inventory of office equipment and supplies and ensuring that costs are appropriately managed;
  - Maintaining office facilities and equipment by assisting with procurement and routine maintenance and upkeep.

## REQUIREMENTS

- 4+ years of solid administrative experience in an office setting;
- Proven experience in handling accounting tasks with attention to detail, confidentiality, and thoroughness
- Prior experience with international development/organization, and/or multinational company and/or non-profit organizations, and/or working in a start-up business environment (preferred);
- Technical affinity and can-do attitude when it comes to learning new digital tools and technologies, as well as become an expert who can teach others on how to use them (CRM, Google Suite, Office, Zoho, etc.);
- Excellent verbal and written communications, networking, and presentation skills in English and ideally also in French (other languages are a plus);
- Ability to distill complex technical and legal information into clear, accessible language
- Excellent multitasker with organizational skills and attention to detail;
- Demonstrated ability to manage complex tasks and prioritize competing demands in order to meet deadlines;

## APPLY

Please upload your

- 1) Letter of motivation, explaining your qualification to manage the office of the Secretariat of the Internet & Jurisdiction Policy Network (2 pages max)
- 2) Your CV
- 3) Contact details of two relevant references

On the I&J Careers section ([internetjurisdiction.net/careers](http://internetjurisdiction.net/careers))

Selected candidates will be contacted for an interview.



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