

# Hiring: Project & Research Coordinator

“An exciting opportunity to manage an international research project that will complement existing regional mechanisms for stakeholders from the African continent to share knowledge, consult each other, interact with international stakeholders, and develop capacity on addressing cross-border legal challenges on the internet.”

Location: Paris/home-office.

Start Date: July 2021.

Competitive compensation and benefits.

## THE ORGANIZATION

The Internet & Jurisdiction Policy Network (I&JPN) 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 400 key entities from governments, the world's largest internet companies, technical operators, civil society groups, academia, and international organizations from over 70 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 world's first Internet & Jurisdiction Global Status Report and pioneering regional Knowledge Mutualization efforts.

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 partnering with the German Development Agency (GIZ) to undertake a pioneering project in collaboration with the African Union Commission addressing cross-border legal challenges on the internet. The *Internet & Jurisdiction in the African Union Regional Status Report project on Framing, Mapping and Addressing Cross-border Digital Jurisdictional Challenges across the African Continent (I&JPN AUC Project)* proposes to complement existing regional mechanisms for stakeholders from the African continent to share knowledge, consult each other, interact with stakeholders around the world, and develop a shared understanding of and capacity on cross-border legal challenges on the internet.

Through the utilization of regional mechanisms and partnerships, recurring workshops, in-depth data collection, and the development of the first Internet & Jurisdiction in the African Union Regional Status Report, this project will consolidate the timely information needed to enable the necessary capacity building to pursue an inclusive



STATES



INTERNET  
COMPANIES



TECHNICAL  
OPERATORS



CIVIL  
SOCIETY



ACADEMIA



INTERNATIONAL  
ORGANIZATIONS

digital transformation based on evidence. It will furthermore ensure meaningful multistakeholder participation and provide the information needed to develop interoperable policy and regulatory frameworks for the digital 21st century, support the evolution of a digital single market, and contribute to Africa's Agenda 2063 and the UN Roadmap for Digital Cooperation. Given the size and scope of this project, it is pivotal to expand the existing I&JPN Secretariat in regards to the necessary regional know-how, language skills, and most importantly the project coordination capabilities that the wide array of activities and interlocutors will require.

## THE POSITION

The Secretariat is looking for a dynamic, detail-oriented, and experienced Project and Research Coordinator to join the I&JPN Secretariat full-time, to start as soon as possible.

The desired candidate should be able to manage a complex, contributions-driven research and capacity-building project with and for African stakeholders. The wide array of duties will range from event coordination, administrative oversight, over the management of the production of a regional status report to the development of tailor-made online learning materials for decision-makers. The candidate will have a proven track record of managing similar, well-planned, and budgeted projects while also having demonstrated a pragmatic mindset and ability to react in an agile manner when confronted with uncertainty.

Moreover, the ideal candidate has learned the ropes at a major entity at the international level and is ready for a new challenge in a thriving and growing organization, where innovative solutions are being built in the global public interest. Most importantly she/he will thrive in bringing together a diverse range of consultants, external partners, service providers, and the existing multicultural Secretariat staff to jointly succeed in delivering this impactful project.

The contract duration is two years, with the possibility of extension. Please indicate in your application whether you have the legal right to work in France. The working language at I&JPN is English and the position will be home-based until further notice.

All I&JPN staff are currently working remotely during the COVID-19 pandemic, however, potential physical presence and travel might be required once French government restrictions have been lifted.

## THE WORK

- Be the primary internal and external focal point for the I&JPN AUC project, responsible for project management and research coordination
- Coordinate the work and facilitate collaboration between the authoring team, project partners, service providers, the I&JPN secretariat, and contributors
- Manage the organization of a diverse range of virtual and hybrid events/workshops in collaboration with the I&JPN Secretariat
- Provide administrative project oversight in collaboration with external advisors to ensure timely grant reporting and financial management
- Identify new contributors, experts, multipliers, and strategic partners particularly in Africa
- Review of multilingual texts, figures, tables, and additional contents, etc;
- Participate in the day-to-day management of the I&J Knowledge Mutualization department, including setting and monitoring of milestones, timelines, etc;

- Support the development and expansion of the African arm of the I&JPN Global Knowledge Network and interact with key partners in the region and beyond (African Union Commission, IGF Secretariat, ITU, ICANN, Smart Africa, etc.)
- Support I&JPN's knowledge-based outreach and communication;

## REQUIREMENTS

- At least 5 years relevant work experience, ideally in an international environment
- Detail-oriented and organized with excellent time and project management skills
- High motivation, strong analytical and conceptual skills, and a good understanding of digital policy debates
- Flexibility to juggle competing or changing deadlines and stay calm under stress
- Professional and approachable manner, experience working in a multicultural workplace
- Completed academic degree with very good results in relevant topics of digital transformation from the perspective of law, economics, international relations, computer science, public administration, sociology, political science, or others
- Demonstrated interest in internet governance, including knowledge of actors and political processes; desire and willingness to learn more about the intersection of law, digital economy, human rights, and cybersecurity
- Excellent level of computer literacy: fluency in Google Apps (Docs, Sheets, etc.), Microsoft Office, CRMs, and online surveys is critical; expertise in the use of databases is a plus
- Good knowledge of data management and analysis
- Fluency in English and French is required, knowledge of other languages is a valuable asset
- Must have the legal right to work in the EU

## APPLY

Please upload your

- 1) Letter of motivation, explaining your qualification to manage the project, and your vision for this position (2 pages max)
- 2) Your CV
- 3) Contact details of two relevant references

[on the I&J Careers section \(internetjurisdiction.net/careers\)](https://internetjurisdiction.net/careers)

Shortlisted candidates will be contacted for an interview.