

Position Description

<i>POSITION TITLE</i>	TLD TECHNICAL LIAISON, IANA
<i>DEPARTMENT</i>	
<i>POSITION HOLDER</i>	
<i>MANAGER'S TITLE</i>	General Manager, IANA
<i>POSITIONS REPORTING TO POSITION</i>	nil
<i>POSITION HOLDER'S SIGNATURE</i>	
<i>MANAGER'S SIGNATURE</i>	
<i>PREPARED BY</i>	OHR Pty Ltd
<i>DATE</i>	Aug 2005

PART A: POSITION PURPOSE

What is the purpose of the job?

To provide a liaison point between TLD administrators and IANA that facilitates efficient technical outcomes for all stakeholders related to this function.

PART B: KEY RESULT AREAS AND KPI's PERFORMED

- Identify the **Key Result Areas (KRAs)** (the main responsibilities) of the position.
- Under **Key Performance Indicators (KPI's)** identify how each major responsibility would be measured if successful/on track.
- A **weighting out of 100%** should also be given i.e. how much of an importance the KRA has in the position.

These KRAs will form the base of the Performance Plan that is to be developed for the incumbent of the position.

<u>Key Result Area</u>	Weighting %
Develop and maintain working relationships with TLD community on IANA issues: 40%	
Support policy development with analysis of technical considerations: 15%	
Support IANA operations with root zone change related technical and communications issues: 25%	
Represent ICANN at appropriate public forums and meetings 20%	

Key Performance Indicators

- Responsible for distilling complex technical matters into understandable concepts for policy developers.
- Aid communication between TLD administrators and IANA/ICANN, develop workshops, and author briefing papers and consensus positions as needed to support policy and operational interests.
- Attend meetings of TLD organizations to represent IANA/ICANN.
- Apply technical understanding to matters of ICANN policy development, if requested by Vice President Policy, identifying and advising on the implications of technology and policy for stable Internet function.
- Facilitate communication between a non-native English speaking audience and IANA, and work to address the needs of multiple cultures on issues of technology as it applies to IANA.
- Act as liaison for registry operation and other technical matters exceeding standard day-to-day operations for IANA.
- Work cooperatively with Operations Manager, IANA
- Understand and participate in planned technical growth strategies in IANA/ICANN and with related outside entities.

PART C: SKILLS, EXPERIENCE, KNOWLEDGE AND QUALIFICATIONS

Remember this section deals with the **criteria for the position**, not the education and experience of the current incumbent.

Competencies (skills)

Excellent communication skills, including written and spoken English language fluency. Comfortable as a public speaker. Able to work in challenging situations where priorities may change rapidly. Able to balance competing priorities to identify urgent matters.

Professional Skills

Knowledge of the Internet industry, from the perspective of the TLD administrator, and consumers. Thorough knowledge of the International Internet environment, specifically in relation to service provision and DNS. Thorough knowledge of international Internet governance and standardization environment (ICANN, IETF, etc.)

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Technical Skills

Operating Systems

Strong knowledge of Linux and Microsoft Windows. Working experience with other operating systems, including MacOSX.

Hardware and Networking

Skilled in TCP/IP networking, DNS, SMTP, HTTP and other Internet protocols. Working knowledge of Internet routing and other ISP related protocols.

Programming Skills

Skilled in Python, Perl, Java, HTML, CGI, Postscript, Javascript, SQL, standards-based web development. Familiar with most web technologies.

Systems Software

Skilled in SQL and web to database integration. Configuration and maintenance of most common server software (BIND, postfix etc.)

Personal Attributes

What particular aspects of personality are required to carry out the requirements of the position? (e.g. ability to co-operate and work as part of a team, confidence to challenge existing practices?)

- Creating and maintaining strategic alliances with other stakeholders
- Ability to co-operate and work as part of a team
- Confidence to challenge existing practices
- Multi tasking skills with ability to manage multiple projects and adjust priorities to meet deadlines
- Complete commitment to a service ethic

Experience/Knowledge

Describe the experience and knowledge, which is needed to competently perform the position. Length of experience should only be a guide.

- At least 3 years experience in advising on technical policy in a TLD environment
- Extensive exposure to web services, programming, networking and design environments

- Demonstrated time on expert committees focused on internet technology

Qualifications

*What is the **essential** level of formal education required to enable competent performance in the position, for example, HSC?*

- Preferably degree qualified in Information Technology

PART D: COMMITTEES/PANELS/TASKFORCES

- ccNSO/IANA Working Group

PART E: KEY CONTACTS

Internal

GM, IANA

Operations Manager, IANA

GM, Global Partnerships

VP, Business Operations

CEO

External

ccNSO

Registry Constituency of GNSO

Other TLD organizations

Other technical organizations to be determined