

Civil Society Information Society Advisory Committee Liaison (CSISAC)

JOB DESCRIPTION (deadline: 31 December 2011)

Community manager and liaison to OECD

Job title:	CSISAC community manager and liaison to OECD
Location:	Europe, ideally Paris. (Excellent applications from outside Europe could still be considered)
Reports to:	The Steering Committee of CSISAC (www.csisac.org)
Managed by:	European Digital Rights (EDRi, www.edri.org)
Status:	Contracted consultant
Duration:	1 year (half-time, 2.5 days per week unevenly distributed during the year)
Starting Date:	February 2012

Main purpose of job:

- To act as the point of contact between the Civil Society Information Society Advisory Committee (CSISAC) and the OECD's Committee for Information, Computer and Communications Policy (ICCP). This includes receiving confidential documents as well as information on seminars, workshops, and future work from the ICCP; circulating them to relevant CSISAC members for comments; and coordinating CSISAC responses to the ICCP.
- To actively engage CSISAC membership in ICCP initiatives and seek new membership.
- To coordinate CSISAC Steering Committee activities.
- To effectively communicate with the ICCP secretariat and the committee's government delegations.

Background to the post:

CSISAC was founded in 2008 to contribute constructively to the policy work of the OECD Committee for Information, Computer and Communications Policy (ICCP) and to promote the exchange of information between the OECD and the civil society participants most active in the information technology field. Information from the OECD will provide civil society participants with a stronger empirical basis to make policy assessments; inputs into research and policy development from civil society will provide the OECD with the essential perspective of stakeholders "at the receiving end" of policy. Strengthening the relationship between civil society and the OECD will lead to better-informed and more widely- accepted policy frameworks.

CSISAC work encompasses the following policy areas: freedom of expression; privacy & data protection, transparency, consumer protection, cyber security; employment; access to knowledge; internet governance; open standards/net neutrality; balance IP policies; pluralistic media; digital inclusion; cultural diversity; and ICTs and the environment. Currently CSISAC has 82 individual and organizational members.

Key responsibilities:

- Ensure effective communication and information flows between the ICCP's Secretariat, the Steering Committee, and the CSISAC membership while respecting ICCP confidentiality rules.
- Conduct outreach to the CSISAC membership and encourage their effective participation in ICCP policy initiatives by preparing syntheses of OECD documents for CSISAC members, coordinating CSISAC responses to OECD documents, and notifying members of issues being discussed at OECD and monitoring deadlines.
- Work to ensure growth and diversity in CSISAC membership.
- Oversee maintenance of CSISAC website, email list-serves, and secure document storage facility.
- Attend ICCP meetings, meetings of ICCP working parties, and conferences organized by the OECD, in addition to CSISAC volunteers.
- Effectively communicate with OECD ICCP secretariat and government delegations to OECD with a view of facilitating greater involvement and better co-ordination between CSISAC and ICCP.
- Take the lead in, and overall responsibility for producing high quality proposals for funding of CSISAC and ensure the provision of timely and regular reports to donors for ongoing funding. The Steering Committee will work with the liaison on funding proposals.
- Track measures of CSISAC success and provide reports to the CSISAC Steering Committee.
- Provide concise reports on a regular basis to the members of the Steering Committee and CSISAC Members on the different outcomes of OECD seminars, workshops, and high-level meetings.
- Keep abreast of policy developments in the area of information technology.

Qualifications: education, experience, communication and languages

- Demonstrated ability to build and work within civil society coalitions. Strong interpersonal and communication skills.
- Ability to write clearly and concisely.
- Demonstrated ability to track multiple projects at the same time, and to work under pressure, often to tight deadlines and with a minimum of supervision.
- Three to Five Year Experience in conducting analysis and drafting documents and reports, preferably acquired in an international organization, academic or research institute, University, or an international NGO.

- Experience with national or international policy venues. (Experience in communicating with OECD national delegates and policy makers, and the OECD secretariat in particular would be advantage.)
- Knowledge of the issues of interest to the ICCP.
- Excellent knowledge of English language, French is a plus
- Excellent organizational skills and a good sense of initiative.
- Ability/willingness to travel extensively.
- Ability to work from home/independent

Working conditions

CSISAC is coalition of civil society organizations and individuals working to advance particular causes. It is not an incorporated entity. The liaison would be a contracted consultant, receiving compensation every trimester from European Digital Rights (EDRi, a CSISAC member) but will report to the whole CSISAC Steering Committee. The compensation amount will be discussed with shortlisted candidates.

In addition, CSISAC does not have established offices and will not be able to provide office space, computers, or other equipment and support to the liaison. The liaison would be expected to carry out the requirements of this position working from home and using his/her own office support (his/her own computer, telephones etc). The liaison will receive an equipment allowance from CSISAC in compensation.

The job duration is intended for one year, as a half-time position for 2.5 days per week, though distributed unevenly during the year.

Application process and deadline:

- **How to apply:** by email to Meryem Marzouki (EDRI representative, CSISAC Steering Committee member: [meryem\[at\]marzouki\[dot\]info](mailto:meryem[at]marzouki[dot]info)).
- **Required information:** a CV with at least one reference who may be contacted, and a cover letter of no more than one page explaining how you meet the qualifications and skills outlined in the job description
- **Deadline for application:** 31 December 2011
- **Notification of applicants:** mid-January 2012
- **Interview of shortlisted candidates:** mid- to end-January 2012
- **Job starting date:** early February 2012