**Job Description**

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| JOB TITLE: Senior Programme Officer – Cybersecurity and Global ICT Agenda Coordination **DIVISION: Technical Support and Consultancy** |
| **1.JOB PURPOSE**:  To work in the Technical Support and Consultancy division (TS&C division) on Cybersecurity and international coordination. |
| **2. Term**: Four (4) year contract subject to a probation period of six (6) months, renewable for a further period of four (4) years |
| **3. DEPARTMENT/JOB PURPOSE:**  The TS&C division of the CTO provides technical support for members as well as providing consultancy work.  Cybersecurity is one of the key focus areas of work of the CTO and this work is led by the TS&C division. Among the CTO’s many activities in this field are developing National Cybersecurity Strategies, providing implementation support, tackling Cybercrime and promoting Cyber standards.  International coordination is a key service the CTO delivers to its members and across the wider Commonwealth. It stems from a mandate the organisation received from the Commonwealth ICT Ministers to coordinate the Commonwealth’s position in international ICT agenda including at the International Telecommunication Union (ITU), the Internet Corporation for Assigned Name and Numbers (ICANN) and Internet Governance Forum (IGF). At each of these forum , the CTO organises the Commonwealth stakeholders’ consultations with a view to harmonising their positions, which has a salutary effect on global consensus on complicated and pertinent issues. The CTO plans to engage sub-coordinators to monitor separate for a and to keep the CTO informed. |
| **4WORKING RELATIONSHIPS:**  **Reporting to:** Manager – Technical Support and Consultancy division  **Posts that this job manages:** N/A  **Other key relationships:** This role requires close liaison with Director-ICT Development and Senior Manager, Membership and Communications. Further the position is expected to coordinate the work of part time resources who will be monitoring and reporting on sub-areas of international coordination pertaining to the work of the ITU. Also it requires a degree of liaison with CTO’s stakeholder network. |
| **5. HOURS OF WORK AND LOCATION**  **Hours of work:** Full time-40 hours per week (including one unpaid hour for lunch each day) but a willingness to work outside normal working hours as and when essential..  Location: 64-66 Glenthorne Road London, W6 0LR |
| **6. MAIN RESPONSIBILITIES:**   * + 1. Monitor the work of Internet Corporation for Assigned Names and Numbers (ICANN) including the deliberations of the Governmental Advisory Committee (GAC) and alert the Management of key issues and outcomes     2. Monitor the work of Internet Governance Forum (IGF) and alert the Management of key issues and outcomes     3. Coordinate the work of the Commonwealth GAC and Commonwealth IGF including facilitate consultations and produce reports     4. Monitor developments in Cyberspace and alert the Management of key issues and outcomes     5. Monitor the work of International Telecommunication Union (ITU), with the help of the part time resources and alert the Management of key issues and outcomes     6. Help organise Commonwealth meetings in the margins of the international events     7. Coordinate CTO-led networks of stakeholders, facilitate consultations and produce reports     8. Manage the part time resources working on various aspects of international coordination     9. Alert the Technical Support and Consultancy division and the Capacity Development division of opportunities     10. Undertake any other duties in his/her speciality that may be assigned by the Secretary-General |