

APTLD seeks new General Manager

21 October 2008

The following notice was issued to APTLD members on the 18th of September 2008:

Dear APTLD Member,

I regret to inform you that our General Manager Don Hollander has decided not to renew his contract with APTLD when his contract expires at the end of December 2008. Don has decided that it is time to move on to new endeavours and to try something different.

Don was recruited and contracted as the first APTLD General Manager over 2.5 years ago, at a time when our organisation was going through a period of retraction, with reducing membership numbers and low attendance at APTLD meetings. Don was instrumental in turning this situation around, making APTLD meetings far more popular with members, with vibrant and relevant agendas and speakers, resulting in significant increases in member attendance, and the highlight of more than 100 attendees at the Kuala Lumpur meeting earlier this year.

Our membership numbers have also grown substantially due to Don's hard work in recruiting ccTLD's and associate members in the region. We are grateful for these fantastic results, which now mean that more than half the ccTLD's in the region are members of APTLD.

Don has also projected APTLD as a serious voice for ccTLD operators within ICANN and other global and regional forums. Much of the progress within ICANN of the fast track IDN process for ccTLDs has been as a result of Don's leadership.

On behalf of the APTLD Board and members I extend our thanks to Don, we are delighted with the results of your efforts. As Don prepares to move on, we are aware we will miss him. I am sure I speak on behalf of all members wishing Don very well for whatever future endeavours he follows. Don will leave a gap at APTLD that will be a challenge to fill.

As for the next step, the Board is establishing an Appointments Committee to commence a process of appointing a replacement General Manager. We shall keep you informed as we make progress. We would appreciate the assistance of members in identifying potential candidates for this position.

*Yours sincerely,
Jonathan Shea
Chairman, APTLD*

Further to this notice, APTLD has contracted Select Appointments from Malaysia to assist in the recruitment of a new General Manager.

The position advertisement for the position and the description follows this notice. If anyone is interested in applying for the role, please contact noel@selectapt.com.my.

GENERAL MANAGER

Primary Objective

The General Manager's focus will be on providing member's Information, Education and Advocacy. Job scope will involve developing relationships with ccTLDs (Country Code Top Level Domain) in the Asia Pacific Region with the intention of providing a range of services and resources which will result in:

- a) More ccTLDs joining Asia Pacific Top Level Domain Association (APTLD)
- b) The spread of best practice among Asia Pacific ccTLDs
- c) Assisting the stable development of the Internet in the Asia Pacific
- d) Advocating that region wide objectives are achieved in global for a

It will also include on-going communications and developing relationships with relevant international and regional organizations – including, but not limited to ICANN and its sub-groups and the other Regional ccTLD organizations.

Main Tasks

- a) To be the Senior Staff Member of APTLD
- b) To implement the strategic and business plans as established by the APTLD Board
- c) To coordinate the activities of the Chair, the Board, the Secretariat and the Members
- d) To represent APTLD at regional and global meetings and conferences and advocate for the organization's collective position
- e) To develop programs, content and training so that all members of APTLD can operate world class ccTLDs
- f) To improve the outreach activities of APTLD, particularly the provision of services to members
- g) To develop APTLD into the best example of a Regional ccTLD Organization in the world
- h) To support the development and documentation of APTLD policies and positions

Knowledge, Skills, Qualifications and Experience

- a) A tertiary qualification or equivalent is desirable
- b) A very good grasp of written and spoken English is essential
- c) A sound knowledge of the International Domain Name System and the relationships involved in this is highly desirable
- d) Proven abilities to managerial level, in terms of strategic planning and implementation, budgeting and finances and management of staff
- e) Computer literacy at a practical level is essential (intermediate or better use of word processing, presentation and spreadsheet software)
- f) Experience in analyzing or drafting policy is desirable
- g) An ability to travel extensively

*Interested applicants may send their Comprehensive Resume to Select Appointments via email:
noel@selectappt.com.my*

Select Appointments (Malaysia) Sdn Bhd

Suite 1901, Central Plaza, Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia
www.selectappointments.com.my

Job Description: APTLD General Manager

Primary Objective

The General Manager's focus will be on providing members Information, Education and Advocacy. It will involve developing relationships with ccTLDs in the region with the intention of providing a range of services and resources which will result in:

- (a) more ccTLDs joining APTLD,
- (b) the spread of best practice among Asia Pacific ccTLDs,
- (c) assisting the stable development of the Internet in the Asia Pacific,
- (d) advocating that region wide objectives are achieved in global fora

It will also include ongoing communications and developing relationships with relevant international and regional organisations – including, but not limited to ICANN and its sub-groups and the other Regional ccTLD organisations.

Main Tasks:

- To be the senior staff member of APTLD
- To implement the strategic and business plans as established by the APTLD Board
- To coordinate the activities of the Chair, the Board, the secretariat and the members
- To represent APTLD at regional and global meetings and conferences and advocate for the organisation's collective position
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- To develop programs, content and training so that all members of APTLD can operate world class ccTLDs
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- To support the development and documentation of APTLD policies and positions.

Reports To:

Board of APTLD, through the Chair of the Board

Working Relationships:

- APTLD Board
- APTLD Secretariat

- APTLD Members
- Prospective Members
- Other Regional Organisations
- ICANN
- Regional Training Institutions
- RIRs
- Other parties involved in the industry

Major Tasks:

1. Outreach

- Undertake a programme in the Asia Pacific region, to develop relationships with ccTLD managers.
- Develop programmes and services for present and prospective APTLD members to assist their development, and recruit the latter to APTLD.
- Develop close relationships with sibling organisations and the other international internet organisations.
- Raise the profile of APTLD in Internet fora.

2. Provide Leadership

- Work with Members and the Board to develop and implement APTLD's strategic goals and programmes of activity.
- Develop and improve APTLD's programmes and activities in line with the strategy.
- Improve and encourage the activities of APTLD committees and sub-groups, and the members' meetings, as well as attendance at these.
- Work to build APTLD's reputation and visibility among members and prospective members, and international and sister organisations.
- Liaise with other groups in the internet community

3. Management

- be responsible for the development of and achievement of targets set by APTLD's Strategic and annual Operational plans.
- ensure a high level of services to the members.
- manage the secretariat roles, especially administration of mailing lists, information and reports, organisation of members' meetings, training and workshops, and providing associated documentation.
- facilitate and support the discussion and consensus building process amongst members including the analysis of information and development of policies and position papers.

- work closely with the Secretariat team to lead it and develop its capacity, within the constraints of the Agreement for provision of such services.
- manage the APTLD budget, working with the Secretariat's accounting team.
- explore ways to increase APTLD resources.

Key Competencies

The General Manager will be expected to demonstrate the following competency behaviours:

Networking

- **Ability to actively and positively engage with people from all cultures and countries and professions**
- **Ability to collaborate with competing organisations seeking to work together for a common good.**
- Ability to secure sponsorship and other funds from members and associated organisations.

Advocacy

- Ability to advocate for the organisations position in different forums – including organisations of different cultures – Western/European, Middle Eastern, North, South and East Asia, and the Pacific.

Problem solving

- Shows resourcefulness and initiative in dealing with problems
- Accesses and analyses information available and supports conclusions with soundly reasoned principles
- Works to find solutions to problems using research and investigation

Communication

- Structures and organises information so that the key points are identified and conveyed effectively (e.g. clearly, concisely and accurately)
- Gains the co-operation of others in a range of situations
- Actively listens, understands and responds to questions and opposing views, in a way that demonstrates understanding of the other person's point of view

Teamwork

- Engages positively with secretariat
- Encourages and supports others.
- Contributes to team activities
- accepts share of workload, helps others when required
- Shares ideas/information and experience with other team members

Self-Management

- Grasps the strategic objectives of the Association and ensures their programme of work contributes toward its achievement.
- Organises their own tasks and activities or those of others, to meet deadlines, peak periods and unexpected situations.
- Accepts responsibility for actions and results.
- Improves their own effectiveness and efficiency by critically assessing their work-flows and the organisation of their work (e.g. anticipates potential problems when planning work and has thought through potential solutions)
- Responds calmly to disruptions and changes. Adjusts own behaviour or approach to suit the situation

Client Service

- Takes responsibility for identifying, understanding and meeting client's needs and concerns
- Manages client expectations and deals effectively with conflict situations

Continuous Learning

- Learns from errors and, as a consequence, improves knowledge, processes and systems
- Welcomes or seeks opportunities requiring new skills and knowledge
- Recognises a need to devise new approaches and considers different approaches to issues

Knowledge, Skills, Qualifications and Experience

- A tertiary qualification or equivalent is desirable
- A very good grasp of written and spoken English is essential
- A sound knowledge of the international domain name system and the relationships involved in this is highly desirable
- Proven abilities at managerial level, in terms of strategic planning and implementation, budgeting and finances and management of staff
- Computer literacy at a practical level is essential (intermediate or better use of word processing, presentation and spreadsheet software)
- Experience in analysing or drafting policy is desirable
- An ability to travel extensively