

Opportunities for ICANN Policy and Technology Research Writer

About ICANN

Founded in 1998 as a not-for-profit organization, the Internet Corporation for Assigned Names and Numbers (ICANN)'s mission is to ensure the stable and secure operation of the Internet's unique identifier systems. Specifically, ICANN coordinates the allocation and assignment of names in the root zone of the Domain Name System (DNS) and coordinates the development and implementation of policies concerning the registration of second-level domain names in generic top-level domains ("gTLDs"); facilitates the coordination of the operation and evolution of the DNS root name server system; coordinates the allocation and assignment at the top-most level of Internet Protocol numbers and Autonomous System numbers; and collaborates with other bodies to provide registries needed for the functioning of the Internet as specified by Internet protocol standards development organizations.

ICANN Policy and Technology Research Writer

The ICANN Policy and Technology Research Writer is a term-limited contract position designed to engage security and technical researchers to work on emerging security and technology policy issues related to the DNS. The Research Writer primarily supports activities in the ICANN Security and Stability Advisory Committee (SSAC) that advances ICANN's mission of preserving the security, stability and interoperability of the DNS. The Research Writer may also be asked to provide secondary support to the ICANN Address Supporting Organization (ASO), Root Server System Advisory Committee (RSSAC), and the ICANN Root Zone Evolution Review Committee (RZERC).

About the SSAC: The SSAC advises the ICANN community and Board on matters relating to the security and integrity of the Internet's naming and address allocation systems. The SSAC considers matters pertaining to the correct and reliable operation of the DNS root server system, to address allocation and Internet number assignment, and to registry and registrar services such as WHOIS. The SSAC also tracks and assesses threats and risks to the Internet naming and address allocation services. It is composed of roughly 38 technical and security experts from around the world with diverse backgrounds and extensive operational and research experience.

Key Responsibilities of the ICANN Policy and Technology Research Writer

- Establish and manage working groups, assisting chairs with smooth facilitation, meeting note-taking, and action item tracking.
- Coordinate and facilitate in-person, telephonic and web-based meetings and deliberations on complex technical policy issues.
- Draft background papers, prepare agendas and presentations for working groups, and edit final advisories as needed.
- Conduct research on complex technical and policy issues related to the DNS and root server system.
- Prepare informational documents and presentations on Internet related topics for committees and ICANN staff.
- Manage post-call activities, including minutes, agendas, transcripts, and recordings of meetings.

- Other duties as assigned or requested in support of policy development support requirements.

Qualifications

- Bachelor's Degree required; Graduate degree highly preferred in computer science, electrical engineering, information science, public policy or political science with relevant technical experience, or technical writing.
- Minimum of 5 years of experience with a Bachelor's Degree, 3 years of experience with a Master's Degree, or PhD with no experience.
- A thorough grasp of Internet identifiers and the ability to explain complex Internet policy issues clearly and concisely in written English.
- Superior written and verbal communication skills in English.
- Experience delivering clear and concise presentations on complex topics to diverse audiences.
- Excellent interpersonal skills with the ability to build rapport and effectively collaborate with team members and global volunteers.
- Familiarity with editorial best practices and style guides.
- Demonstrated ability to:
 - Adjust writing style to target audience (e.g., technical vs. general)
 - Develop accurate and engaging written materials for various purposes (e.g., business documents, marketing content, reports)
 - Conduct research and interviews to develop well-supported technical content
 - Experience applying critical thinking to assess complex information and sources
 - work independently on complex projects with minimal supervision

Compensation and Working Hours:

- Date: 1 January 2025 – 31 December 2025, renewable for one additional year based on performance and organizational need.
- Roughly 40 hours per week.
- Compensation competitive with similar technical research writer programs.
- International travel may be required to support ICANN related meetings as requested for lengths of 7-10 days for each trip, approximately three times per year, likely on different continents
- Comfort level with an international work environment that requires availability at times outside normal business hours, seven days per week.

How to Apply:

- Please submit a 1-2 page cover letter which clearly identifies 1) why you are interested in the position, and 2) your areas of experience (or coursework) and their applicability to the role.
- In addition, submit 1) an up to date resume, and 2) two writing samples either as sole author or first author
- Application deadline: 7 November 2024.

Please send application materials and/or inquiries to <researchwriter@icann.org>.