

## Job Description

Job Title:	<b>Asia Regional Coordinator, Alliance for Affordable Internet (A4AI)</b>		
Department:	A4AI	Contract	Fulltime
Reports to:	A4AI Deputy Director, Policy Lead		
Direct reports:	None		
Key relationships:	A4AI programme team (including Research and Communications), External partners, A4AI Deputy Director, and A4AI Executive Director		
<b>Job Role</b>			
Role Overview:	<p>Work on the Alliance for Affordable Internet program, with a specific focus on Asia, advancing <a href="#">A4AI's Policy and Regulatory good practices</a> , research and advocacy on digital inclusion and equality.</p> <p>Lead and strengthen our strategic partnerships, profile and influence in Asia, and leverage these relationships to increase our global impact. Seek out and maximise opportunities to advance the goals of A4AI's programme in the region and globally.</p> <p>Work in a multidisciplinary and multicultural team, and contribute to activities across programs in the wider Web Foundation in support of our mission to achieve digital equality for everyone everywhere.</p>		
<b>Accountabilities</b>			
Key Accountabilities / Responsibilities:	Key Activities	% time on task	
<b>Country and Regional Engagement</b>	<ul style="list-style-type: none"> <li>● In coordination with the A4AI team, lead policy analysis, conduct research and assessments in the Asia region, to inform and shape A4AI's engagement at the national and regional levels.</li> <li>● Assist the Executive Director and the Deputy Director, Policy Lead in discussions with government officials and other key stakeholders in the Asia region.</li> <li>● Work with A4AI Deputy Director, Policy Lead to support coalition-building processes and engagement plans in selected countries, as well as meetings/events and policy dialogues with proposed partners in Asia.</li> </ul>	<b>70%</b>	

	<ul style="list-style-type: none"> <li>• Work with A4AI's Strategic Partnerships and Development Manager to recruit members, including contributing members, and support communication and engagement with members and partners in Asia.</li> <li>• Advise on key threats, opportunities and processes at regional, sub-regional or national level in the region, which A4AI needs to respond to or use as windows of opportunity for local engagement (e.g., ICT policy development, universal access strategies, spectrum auctions).</li> <li>• Support the development of Asia-specific policy positions, strategies and tactics for A4AI.</li> <li>• Support research efforts and contribute to the development of policy positions, country or thematic case studies, blogs and impact stories.</li> <li>• Support fundraising efforts in the region.</li> </ul>	
<p><b>Representation, Communication, Network and Community Building</b></p>	<ul style="list-style-type: none"> <li>• Represent A4AI and advocate for our policy priorities at conferences, discussion forums, and meetings.</li> <li>• Build profile and thought leadership through public speaking and writing, and ensuring relevant work is represented in key advocacy spaces.</li> <li>• Develop blogs and Asia-focused thought leadership articles to be featured on the A4AI and Web Foundation websites.</li> <li>• Identify and recruit strong Asia members/partners and allies for A4AI, with an initial focus on priority countries for A4AI.</li> <li>• Engage with key influencers in Asia, and identifying key opportunities to champion A4AI's mission in the region</li> </ul>	<p><b>20%</b></p>
<p><b>Organisational development</b></p>	<ul style="list-style-type: none"> <li>• Support cross-programme synergies with partners the Asian region.</li> <li>• Contribute to the overall success of the Web Foundation by taking an active part in the development and implementation of organizational strategies, positions, plans and team culture.</li> </ul>	<p><b>10%</b></p>
<b>Person Specification</b>		
<p><b>Education &amp; Certifications</b></p>	<ul style="list-style-type: none"> <li>• Education to BA level, Masters in a social science, public policy, or development will be preferred with a minimum of 5 years of relevant work experience, including experience working with civil society/ regional/ international development bodies.</li> </ul>	

<p><b>Essential Knowledge, Experience and Attributes</b></p>	<p><b>Knowledge Areas</b></p> <ul style="list-style-type: none"> <li>● Demonstrated expertise and credibility in ICT sector notably telecoms, internet rights and digital inclusion.</li> <li>● At least five years' experience in regional or global advocacy and networking with progressive levels of responsibility.</li> <li>● Vivid writer and speaker, able to present difficult concepts in clear, simple English. Proven expertise in communicating complex, research-based technical areas encompassing policymaking and advocacy.</li> <li>● Project management skills and experience - including country projects.</li> <li>● Ability to use Web-based tools for creating, sharing, and collaborating on work.</li> </ul> <p>Advocacy, communication and team skills:</p> <p>Proven expertise in advocating for and communicating complex, research-based technical issues to diverse audiences.</p> <ul style="list-style-type: none"> <li>● Ability to work as part of a distributed team and to work independently in a startup-like environment, meeting tight deadlines and multiple priorities with minimal supervision;</li> <li>● Globally minded but sensitive to different cultural and social contexts; able to collaborate successfully with people from many different cultures and countries;</li> <li>● Able to juggle complex and fast-changing priorities with minimal supervision.</li> <li>● Ability to travel frequently.</li> </ul>
<p><b>Desirable Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>● Experience working in a policy advocacy organization</li> <li>● Knowledge of, and background in international Development;</li> <li>● Work experience in Asia.</li> <li>● Familiarity with blogging and social media;</li> <li>● Public communication and speaking skills, comfortable with speaking in front of large audiences.</li> <li>● Fluent in at least one major Asian language other than English.</li> </ul>