



## Role Description

<b>Position title</b>	<b>Technology Officer - World Administrators Alliance Council</b>
<b>Responsible to</b>	<b>Chair World Administrators Alliance</b>
<b>Responsible for</b>	<b>No direct reports</b>
<b>Liaises with</b>	WA-Alliance Council, Convenor of the WA-Summit, Committees, Task Forces and other such persons as shall be designated by the Council.
<b>Term of Office</b>	All Council members are as a rule elected for a period of two years, renewable for a maximum period of four years.
<b>Our mission &amp; purpose</b>	The WA-Alliance's purpose is to guide, influence, develop and elevate the administrative profession, to create a global community to enable Administrative Professionals the world over to speak with one voice.

### WA-Alliance

The World Administrators Alliance (WA-Alliance), established in 2020, is the governing body endorsed by the 11th WA-Summit Business Meeting of Delegates from 27 Countries in August 2020. As a non-profit trade association, it represents administrative associations, networks, and professionals from across the globe. Its purpose is to guide, influence, develop and elevate the administrative profession, to create a global community to enable Administrative Professionals the world over to speak with one voice.

### Position purpose

The Technical Officer is responsible for ensuring that the WA-Alliance Council makes use of the most effective technology to execute the business of the WA-Alliance.

### Key responsibilities

- Advise the Council on the best use of available technology.
- Ensure that the WA-Alliance technology/software is fully functioning

### Primary Duties

- Ensure that software licenses and subscriptions are kept up to date.
- Manage the administration of the MS-Office accounts on behalf of the WA-Council.
- Liaise with the Web hosting company to ensure correct interfaces are in place that are required between the WA-Alliance and WA-Summit websites and any software procured by the Council for other purposes.



### **Qualifications**

- A commitment to, and a clear understanding of the mission of the WA-Alliance .
- A passion for the administrative profession.
- Close affinity with the digital world.
- A thorough understanding of technology requirements and uses on behalf of the WA-Alliance.
- A creative problem solver.
- Comfortable working in a diverse international environment.
- Excellent communication skills in English.
- A solid understanding of the commitments required to work in a voluntary organisation.

### **Evaluation**

The effectiveness of the Technology role, conduct and position description will be evaluated by the Chair.