

JOB DESCRIPTION

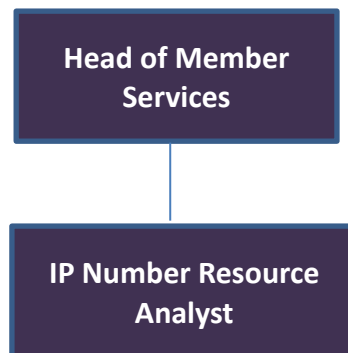
Department: Member Services

Job title: IP Number Resource Analyst

1. Job Background

Job Purpose/Mission of Role	<p>The IP Resource Analyst plays a key role in how AFRINIC functions as a Regional Internet Registry. He/She will be responsible for evaluating IP Number Resource Requests according to Resource Policies in place and use his/her technical competences to assist and respond to request from members and applicants.</p> <p>The role is multi skilled ready in multiple technologies and is able to add value not only to the core function as IP Resource Analyst but also to other tributary functions and services of the organisation for the benefit of AFRINIC's members and community.</p>
Reports to	Head of Member Services
Number of Direct Reports	0
Essential Qualifications and Work Experience	<p>Bachelor's degree in field related to IT Engineering/Networking</p> <p>Two (3)-years' work experience in an ISP, Internet or related environment</p>

2. Reporting Structure:



3. Key Responsibilities

Title	Description	Weight
Resource Management	<ul style="list-style-type: none"> Evaluate IP Number Resource Requests in accordance with the Resource Policies in effect at AFRINIC Ensure accurate registration and maintenance of IP number resources. Maintain the highest level of service in interactions with AFRINIC membership. Stay updated on regional and global Internet number resources management policy developments and Internet governance trends 	60%
Project Work and contributor to other functions and new business requirements/activities	<ul style="list-style-type: none"> Contribute to projects and participate in documentation, process improvements and tools automation Participate and add value to other functions and services of the organisation for the benefit of AFRINIC's members and community Adapts and contributes to new business requirements/activities Participate in testing and validation of registry platforms and tools 	30%
General Responsibilities	<ul style="list-style-type: none"> Sharing of key registry knowledge as a subject matter expert at different forums Ensure that all processes are clearly documented as per ISO 9001 standards Perform other duties as required and assigned by the CEO or HOD 	10%

4. Competencies

Technical	<ul style="list-style-type: none"> Solid understanding of UNIX/Linux environments, TCP/IP protocol suite, including subnetting, CIDR, and IP routing concepts. Good knowledge of core Internet registry services and protocols, including WHOIS, RDAP, RPKI, and Internet Routing Registry (IRR). Working experience with BGP, IPv6, and DNS is an advantage. Demonstrated knowledge of, and interest in, data analytics, including the ability to interpret and analyse registry operational data. Experience with business process management (BPM) or workflow optimisation is an advantage.
Behavioural	<ul style="list-style-type: none"> AFRINIC's Behavioural Competencies as applicable and as revised from time to time.

Languages	<ul style="list-style-type: none">• Fluent in English• Being fluent in any of the following languages - Arabic, Portuguese or French - will be an added advantage
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5. AFRINIC Expectations

In carrying out essential duties, an individual should demonstrate commitment to AFRINIC's mission and values, working as one team towards delivering excellence in service.

This includes but is not limited to:

- Demonstrates a shared commitment to achieving team and organisational goals through effective collaboration.
- Strives for high performance and continuously seeks to improve outcomes and processes.
- Exhibits strong customer service orientation with effective communication skills across both technical and non-technical audiences.
- Applies critical thinking and maintains a high level of accuracy in all tasks.
- Maintains high standards of competence, self-management, and a strong service ethic.
- Acts with honesty and integrity, using appropriate channels and contributing constructively.
- Uses organisational time, funds, and resources responsibly and efficiently.
- Demonstrates punctuality, preparedness, responsiveness, and professionalism in interactions.
- Acts as an ambassador of the organisation, upholding its values and reputation.

6. Employee Statement of Understanding

I have read and understood the job description and annex for my position:

Signature of Employee