

## Summary

1. Initial Expression of interest – email [vacancy@iia.ie](mailto:vacancy@iia.ie) with CEO Position in the Subject
2. Questions and CV: Everyone who expresses an interest will be sent seven questions and asked to submit a CV
3. Video interviews will be carried out to produce a short list
4. Face to face interviews will be carried out with the shortlist with the IIA interview panel (to be announced)

## Timetable

1. Initial Expression of interest – Opens 24<sup>th</sup> July, closes 6pm 2 weeks later.
2. Seven Questions – email sent day after close to all expressions of interest with 2 days to complete.
3. Remote Video Interviews – these will happen w/c 10th August to close 14th August.
4. Face to Face Interviews with short list chosen from video interviews – w/c 31st August.

## Appendix – Evaluation Criteria

1. Ability to secure and manage sponsorship and sponsors (experience over minimum of 3 years)
2. Experience in building a membership (relevant)
3. Ability to understand, work on and monitor financial reports and budgets (minimum budgets of 1m and over 3 years experience)
4. Ability to manage staff (as CEO)
5. Events organisation and management experience (minimum 3 years similar events/training)
6. Experience in managing an organisation with similar stakeholders and understanding of the political tensions/vested interests (experience at senior level over minimum of 2 years)
7. Understanding and experience in working in the Internet industry (experience at least 4 years in internet industry across variety of disciplines)