

PDD - 103 : Associate Director, Certification

6-Jul-19

Position Description:

The INCOSE Associate Director, Certification is an appointed position with a two-year term of Office. The position reports to the incumbent Services Director. The Associate Director, Certification oversees the INCOSE Certification Advisory Group, maintains related policies and procedures and ensures the successful planning and execution of INCOSE Professional Certification program.

Responsibilities:

- Interfaces with the Services Director and Board of Directors to obtain Professional Certification requirements
- Provides strategic guidance on the portfolio of INCOSE Professional Certification assets.
- Coordinates with other professional societies on Joint Professional Certification activities.
- Leads the team maintaining the INCOSE Professional Certification program.
- Schedules regular reviews to assess risks and progress against plan
- Captures customer feedback, financials and lessons learned from the Professional Certification program.
- Shares lessons learned with the BOD and the Professional Certification team
- Participates in BOD meetings as requested
- Serves on other committees as assigned

Authority:

- Leads the Professional Certification Program team
- Non-Voting Member of the BoD
- See INCOSE Policies RACI for Accountabilities and Responsibilities for INCOSE Policies

Accountability:

- As stipulated in the INCOSE Bylaws, ADM -101 and BOD - 100
- Compliance with directives on conflict of interest and all policies and procedures of the organization

Required Skills:

- Strong oral and written communication skills
- Able to communicate effectively across international and cultural boundaries
- Broad understanding of the diversity of systems engineering practices and application sectors
- Experience of the leadership and coordination of Professional Certification within a volunteer organization

Level of Effort

Note: INCOSE is an International Organization. Link calls often take place outside normal working hours to accommodate time zone differences.