

PDD - 204 : Assistant Director for Internal Operations

15-Oct-19

Position Description:

The INCOSE Assistant Director for Internal Operations is an appointed position with a two year term of office. This individual is responsible to the Technical Director for developing, maintaining and implementing a INCOSE internal operations processes and capabilities to ensure the technical excellence of INCOSE Products and Services. The Assistant Director for Internal Operations assists the Technical Director and Deputy Technical Director in the performance of their duties which are focused on the organizing internal INCOSE operations to support leadership, management and governance of INCOSE's diverse technical activities across the range of systems engineering practices in different domains around the world.

Responsibilities:

- Assists the Technical Director in organizing the preparation, coordination, communication and management of the technical aspects of INCOSE information, events, projects, technical communications, and technical reviews.
- Prepares, coordinates, communicates and maintains the INCOSE Technical Operations Processes
- Leads specific tasks and coordinates specific activities of the Technical Operations Assistant Directors Team as assigned
- Represents Technical Operations on the Policy Management Committee
- Serves on other committees as assigned

Authority:

- Member of the Technical Operations Assistant Directors team
- On behalf of the Technical Director, owns the INCOSE Internal Technical Operations Policies.

Accountability:

- As stipulated in the INCOSE Bylaws, ADM -101, BOD – 100 and TEC – 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
- Strong understanding of the Systems Engineering Management and Technical Processes
- Experienced in Organizing and Chairing Technical Operations Teams
- Broad understanding of the diversity of systems engineering practices and application sectors
- Experience with the leadership and coordination of activities within a volunteer organization

Level of Effort