

PDD - 205 : Assistant Director, Technical Review

20-Jan-21

Position Description:

The INCOSE Assistant Director for Technical Review 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 technical review process and capability to ensure the technical excellence of INCOSE Products and Services. The individual appointed to this position will be recognized within INCOSE for their technical standing.

Responsibilities:

- Prepares, Coordinates, Communicates and maintains the INCOSE Technical Review Processes
- Appoints members to technical reviews for all IS submissions
- Ensures quality of the review for INCOSE products
- Chairs INCOSE Technical Reviews and communicates and coordinates outcomes of same
- Identifies Technical Review needs into the INCOSE Long Range and Annual Operating Plans
- Serves on other committees as assigned
- Initiates the process to identify “Best Papers” with the Deputy Technical Director or the Technical Director

Authority:

- Member of the Technical Operations Assistant Directors team
- Owns the INCOSE Technical Review Processes for IS submissions and INCOSE products

Accountability:

- As stipulated in the INCOSE Bylaws, ADM -101, TEC-107 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
- Strong understanding of the Systems Engineering Management and Technical Processes
- Experienced in Composing and Chairing Technical Review 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