

PDD - 214 : Assistant Sector Director

27-Jan-19

Position Description:

The INCOSE Assistant Sector Director is an appointed position with a two year term of Office. The position reports to the Sector Director. The Assistant Sector Director coordinates and manages all sector events, promotions and publications including website contents. The role acts as delegate to the Sector Director when the need arises.

It is estimated that the time commitment will be approximately 3 hours a week on average, with some fluctuations around peak times.

Responsibilities:

The Assistant Sector Director will be responsible for:

- Coordinating and managing all sector events, supported at the sector level by INCOSE
- Promoting, advertising, and reporting on such sector events to INCOSE and to the chapters of INCOSE in the sector
- Maintaining the sector's events calendar
- Promoting the contribution to INCOSE's newsletter
- Supporting the improvement of content on each chapter's website on the INCOSE website
- Managing the sector's action items to the timely resolution of each action
- Working with the Sector Director on any INCOSE related initiatives as they arise, as appropriate
- Acting as the delegate of the relevant Sector Director, in their absence, as appropriate

Authority:

- Member of the Sector Leadership

Accountability:

- Accountable to the Sector Director

Compliance with directives on conflict of interest and all policies and procedures of the Organization

Required Skills:

The individual needs to be an INCOSE individual member, and be familiar with the objectives, values and principles of INCOSE. Likewise, they will be an energetic individual with good communication skills (written and verbal). This role will put the person in a good position to seek further leadership responsibilities within INCOSE and potentially in their own workforce and industry

Level of Effort