

PDD - 222 : Assistant Director, IT

6-Jul-19

Position Description:

The INCOSE Assistant Director, IT is an appointed position by the INCOSE Chief Information Officer with a three year term of office.

The Assistant Director, IT is responsible for supporting the INCOSE Chief Information Officer (CIO) in providing Information Technology (IT) functions for the enterprise. He or She will take on specific responsibilities for provision of IT capability as agreed with the INCOSE Chief Information Officer.

Responsibilities:

- Leads volunteer and professional staff in the execution of elements of the IT plan defined by the Chief Information Officer.
- Coordinates with stakeholders, administrators, and contractors to implement new IT resources or retire existing resources, as defined by the Chief Information Officer.
- Remains current with technology trends and assesses their impact to INCOSE
- Participates in BOD meetings as requested
- Serves on other committees as assigned

Authority:

- Accountable to the Chief Information Officer

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
- In-depth knowledge of solutions for global communication and collaboration applications
- Broad understanding of the diversity of systems engineering practices and application sectors
- Experience with the leadership and coordination of activities within a volunteer organization
- Able to form and motivate a team of both volunteers and contractors

Level of Effort