

# PDD - 303 : Chair, Certification Advisory Group

6-Jul-19

## Position Description:

The Certification Advisory Group Chair serves a one-year term, starting at the end of the International Workshop, after serving a one year term as the Co-Chair, Certification Advisory Group. The Certification Advisory Group Chair reports to the Associate Director, Certification.

## Responsibilities:

- Chairs the Certification Advisory Group, which:
- Recommends policy revisions in the Certification program.
- Advises the INCOSE Board of Directors on Certification matters.
- Approves Certification Assessment Reviewer appointments.
- Adjudicates certification split decisions and denial appeals.
- Creates training material for new and returning Certification Assessment Reviewers

## Authority:

- Leads the Certification Advisory Group
- Recommends policy revisions to the INCOSE Board of Directors via the Associate Director, Certification and the Services Director

## Accountability:

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

## Required Skills:

- Demonstrated dedication to INCOSE's mission, values and organizational growth
  - Current individual INCOSE Member.
  - Holds either a Certified Systems Engineering Professional (CSEP) or Expert Systems Engineering Professional (ESEP) qualification
  - Holds a current Certification Assessment Reviewer approval.
  - Strong oral and written communications skills
- Able to communicate effectively across international and cultural boundaries

## Level of Effort

