DMBoK AND CDMP COORDINATOR

Reports To
DAMA-I VP Professional Development

Background
The CDMP certification is growing with new modules, and translation into different languages. Alignment between the CDMP and the DMBoK is essential to maintain quality and continuity. At the same time DAMA-I plans to update the DMBoK, and it too is and has been translated into multiple languages. Furthermore, the DAMA Dictionary of Data Management & DMBoK require realignment to correct inconsistencies.

Keeping the different versions of DMBoK and CDMP aligned and consistent is a major task both in management and in operation. Mistakes made in this area could harm DAMA’s credibility in the industry, and make reputational recovery a long-term concern. The amount and the scope of work is way beyond what any individual Director could manage and maintain.

Thus, the DAMA-I board of Directors have agreed that 2-roles be appointed to support the various initiatives. This first role will be a combination role until the DMBoK re-write project ramps up. At that time a second role will be established and some re-alignment of the roles undertaken.

Role Overview
The role is to support DAMA International, a not-for-profit, vendor-independent, global association of technical and business professionals, in maintaining and improving a high standard for the Data Management Body of Knowledge (DMBoK) and the Certified Data Management Professional (CDMP) certification. Additionally, this will include the DAMA-I Dictionary of Data Management (DDM).

Working closely with SMEs and contributors internationally (under the supervision and guidance of the DAMA VP of Education, and the Board), the DMBoK and CDMP Coordinator will play a pivotal role in ensuring that the core DAMA-I publications and professional Certification are aligned, thereby sustaining their professional credibility and standing.

Responsibilities and Duties
• Support DAMA International VP Professional Development with management of the Data Management Body of Knowledge (DMBoK) and Certified Data Management Professional (CDMP) and Dictionary of Data Management (DDM)maintenance and improvement activities

• Provide Secretariat role for the DMBoK and CDMP Review Panel
• Set up process and tools to ensure effective communication and collaboration between DMBOK and CDMP contributors.

• Define and support the evaluation process to evaluate and select the relevant Content Delivery platforms, in case these are needed for dynamic and agile management of the contents.

• Coordinate input and editorial review to CDMP exam questions and answers as well as individual DMBok element submission. This includes, but is not limited to entire knowledge areas, partial chapters, sections, paragraphs, figures, charts or tables.

• Work closely with VP Prof Dev & if requested the DAMA-I Publisher and Exam Platform provider to ensure mutual support and monitoring of new partial and full DMBOK version release as well as new CDMP questions release.

• Run reports and analysis on CDMP exams and questions to support a continuous improvement of the programme and quality of the questions.

• Create content based on input by DMBok Review Panel and DAMA-I VP Professional Development.

• Listen to and solicit industry, market and Chapters’ feedback on DAMA-I’s foundational and brand program on DMBok and CDMP, and ways to improve.

Qualifications

• Bachelor’s degree or Higher (preferable)

• Current CDMP Practitioner or Higher (mandatory)

• PM qualification, e.g.: PRINCE2, PMP or equivalent (preferable)

• 5+ years of experience in Data and Information Management as well as Project Management and Coordination (mandatory)

• Fluent English speaker and good written and spoken communicator. (mandatory)

• Excellent people and organization skills

• Additional Languages will be considered as a preferential criteria (preferable)

• Conversant with standard MS Office toolkit and other collaboration platforms (mandatory)

• Previous proven editorial experience (preferable)
• Professional in the use of visualization and graphical editorial tools (mandatory)

• Open and honest with a keen enthusiasm and curiosity on working with different people and cultures around the World (mandatory)

• This is an Equal opportunities role and no physical abilities are required beyond an ability to work remotely with a computer and effectively interact with the team and contributors.

Duration, Location and Salary
• Original assignment is for a 6 months fixed term contract and will be almost entirely conducted remotely with occasional travel required to meet DAMA International and CDMP Review Panel representatives

• Rate of Pay depends on experience

Interested parties please send your CV and motivation to lindy.kresl@dama.org and refer to 'DMBoK and CDMP coordinator'.