

openMDM is seeking Working Group Support

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Scope of this document

For administrative processes and public representation of the openMDM® Working Group the Eclipse Foundation is looking for a contractor/independent to take over the tasks as described below. The position is available now. Offers should be calculated to 100 days/year, excluding travel expenses. Please send your offers to ralph (dot) Mueller (at) eclipse (dot) org.

Tasks

openMDM® EWG Meeting Management

- Organize the regular meetings as described in the openMDM® EWG charter document (steering committee, architecture committee, quality assurance committee)
- Manage invitations, agenda, minutes of the meetings

openMDM® EWG committee support

- Prepare committee's topics (presentation, decisions memos etc.) on request of the committee's speaker
- Document management for the committees

openMDM® EWG membership, membership fees and community cycle tracking

- Maintain member's list (contacts, responsibilities, budget status)
- Prepare and perform annual membership status check
- Track on-time assignment and payment of membership fees and membership-relevant result and service packages

openMDM® EWG Legal Topics

- Resolution of legal issues in collaboration with the Eclipse Foundation's legal department
- Follow-up for legal issues and presentation to the steering committee

openMDM® EWG Public Relations

- New member candidates reception and coaching
- Public interface for networking with the EWG's members and organizations

openMDM® EWG Resources Control and Tracking (Repositories, Issue Tracker, additional Infrastructure like servers, environments)

- Frequent review of EWG's resources with the related users (e.g., project leads)
- Frequent review of EWG's deliverable (openMDM® Toolkit) with the toolkit manager)
- Track and resolve issues with the related providers
- Track resource utilization and initiate extension or downsizing

openMDM® EWG Activities Alignment, Synchronization and Tracking

Skills required

- Project planning and management
- Understanding of collaborative software development
- Communication, organizational development
- Using, managing and administering web sites, wikis, issue tracking systems
- Professional proficiency of the English language, German language knowledge is a bonus
- Capable of working independently

Further conditions

All topics shall be managed visible to the whole community. The work results have to be published on the openMDM(R) EWG's public infrastructure. All changes and decisions to be confirmed by the openMDM® EWG's steering committee.

The openMDM® EWG is an Eclipse Working Group. More information is available at <https://www.openmdm.org> and <https://www.eclipse.org>.