



Vacancy at the DVB Project Office

DVB is an industry consortium that develops open interoperable technical specifications for the delivery of digital media and broadcast services. It is a Swiss non-for-profit organization with over 135 members worldwide.

The DVB Project Office (DVB PO), based in the headquarters of the European Broadcasting Union in Geneva, provides the organization's members with logistical, administrative, financial and promotional support, along with technical project management. Some of the activities are run through DVB Services Sàrl, which is owned by DVB and managed by the DVB PO.

The DVB PO organizes meetings, conferences and workshops and coordinates DVB's presence at relevant industry events. It also manages all websites (dvb.org, dvb-i.tv dvbservices.com and dvbworld.org), social media, promotional activities and publications. In addition, the DVB PO manages the allocation of DVB Identifiers, DVB Trademarks and the finances of the organization and its subsidiary.

Executive Vice-chair

This part-time position (variable in function of meeting cycles and events, fluctuating between 10-30% monthly), primarily intended to provide support, advice and back-up to the DVB Chair, is part of the DVB PO team, reporting to the Head of the DVB Project Office.

The role covers several key areas:

- **DVB Steering Board** – assist the Chair, in collaboration with the Head of Technology, in preparations for the regular meetings (usually four per year) of the Steering Board (SB) and General Assembly (GA), including any preparatory meetings required in advance of the Steering Board meeting. This includes:
 - Providing input and reviewing the topics on the agenda and gathering relevant inputs to inform the Chair and contribute to or lead discussions, especially with respect to complex or possibly controversial topics.
 - Writing the reports for the SB and GA meetings, including listing of action items.
 - Tracking and following up on agreed action items arising from SB meetings, in conjunction with the Head of Technology and the Module chairs.
- **DVB leadership meetings** – prepare and host, in conjunction with the DVB Chair, the regular meetings (monthly one-hour, online meetings) of the chairs of DVB's four main modules (Commercial, Technical, IPR, and Promotion & Communications) and the PO. Facilitating the discussions among the chairs, identifying and following up on action points, and holding bilateral calls with the chairs and PO to understand and support ongoing work, and to identify new work.
- **DVB sub-groups** – liaise with the Head of Technology to understand ongoing activities in the sub-groups of the DVB modules, identifying areas for potential synergies and action.
- **Representation** – from time to time, the Executive Vice-chair will represent the DVB Project at industry events, either as a speaker or panelist to help disseminate information about DVB's work and standards. This could include presence at IBC and DVB World.
- **Strategy development** – working with the DVB Chair and Head of Technology, the Executive Vice-chair should organize and facilitate a strategy session to identify potential new areas of activity for the DVB Project and ways to increase the value and effectiveness of the organization's work and outputs.

Specific qualifications, skills and experience:

The ideal candidate will be an experienced technology and product leader with a background in development or deployment of digital media services and a knowledge of the standards development process, particularly in the realm of digital video. They should possess strong leadership skills and an ability to foster collaboration through open communication.

Previous participation in the work of the DVB Project and knowledge of the organization's structure and working methods are required.

Languages: Excellent written and spoken English required. Other languages will be a plus.

- Enthusiastic confident speaker; clearly convey information and ideas through a variety of media or to a group, helping them understand and retain the messages.
- Excellent interpersonal skills; at ease when liaising with people at different levels and from different cultures.
- Diplomacy and confidentiality.
- Hands-on attitude (part of a small team), flexible, positive can-do approach.
- Excellent writing skills.
- Business focus / analytical.
- Good organizational skills.

Applications

If interested, please email a motivation letter and CV to dvb@dvb.org by 24 July.

We will not accept any applications after the closing date and we will contact only the candidates who correspond to the requirements.