ANNOUNCEMENT FOR TEMPORARY APPOINMENT

Project Management Officer (ERP Implementation), P-3
Administrative Services (AS) Programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
13 February 2015	15/TA03/AS	As soon as possible	One year	Bonn, Germany

Publication date: 30 January 2015

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The mandate of the **Administrative Services** Programme is the overall facilitation, support and guidance to programmes and the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the work programme and the mandated activities of the secretariat to ensure efficiency, effectiveness, compliance with relevant rules and regulations and appropriate accountability, and the facilitation of cross-cutting common services and functions.

Description of the Project

UMOJA (swahili word meaning unity) is a UN Secretariat-wide transformation project based on SAP software which provides a new Enterprise Resource Planning system (ERP) for the organization. The ERP encompasses the implementation of the SAP based, business processes, process re-engineering, functional role changes and change management. The UMOJA project is due for implementation in Bonn in November 2015 and will cover finance, human resources, travel, supply chain management and elements of programme management.

For more information on UMOJA, please visit: http://www.unumoja.org/display/umoja/Umoja.

United Nations Geneva (UNOG) manages the ERP system on behalf of UNFCCC and is also responsible for some common services e.g. payroll and treasury. The migration from the current ERP system to UMOJA will thus need to be done in close collaboration and in tandem with UNOG.

An UMOJA project team comprising of representatives from finance, HR, procurement, travel, knowledge management and programme administrative teams has been established. The representatives are expected to allocate between 20-40% of their time to UMOJA in the coming year.

What will you be doing

You will be the project lead; you will coordinate the activities of the UMOJA project team so as to ensure efficient and timely transition from IMIS to UMOJA by the expected "go-live" date of November 2015. A key element of your work will be the early development of a detailed project plan to include training, data cleansing, fit-gap analysis and all relevant tasks with responsibilities and

timelines necessary for November 2015 system "go- live". The UNFCCC implementation plan must be aligned with the UNOG implementation plan.

You will have the following responsibilities

You will plan the project

- Define the scope of the project in collaboration with senior management;
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project;
- Determine the resources (time, money, equipment, etc) required to complete the project
- Develop a schedule for project completion that effectively allocates the resources to the activities;
- Review the project schedule with senior management and all other staff that will be affected by the project activities; revise the schedule as required;
- Determine the objectives and measures upon which the project will be evaluated at its completion.

You will Staff the project

- Manage project staff according to the established policies and practices of the organization;
- Ensure that all project personnel receive an appropriate orientation to the organization and the project.

You will implement the project

- Execute the project according to the project plan;
- Develop forms and records to document project activities;
- Set up files to ensure that all project information is appropriately documented and secured;
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project;
- Establish a communication schedule/plan to update stakeholders including appropriate staff in the organization on the progress of the project;
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.

You will control the project

- Write reports on the project for management;
- Communicate with managers as outlined in the planning phase.

You will evaluate the project
- Ensure that the project deliverables are on time, within budget and at the required level of quality;
- Evaluate the outcomes of the project as established during the planning phase;
- Actively develop and drive the UMOJA project plan and coordinate deployment activities to ensure timely implementation;
- Coordinate the deployment activities of UMOJA for UNFCCC: Gather requirements, both process and technical from UNOG and New York, and disseminate to the UMOJA project team and functional teams as necessary;
- Manage the fit gap exercises in which gaps/differences in current processes are identified, and evaluates reporting needs against SAP functionalities and UNFCCC in-house systems;
- Liaise with the UMOJA Learning and Education team in Geneva, New York and UNFCCC

learning and performance management team on specific training coordination requirements and implement accordingly;

- Proactively manage the participation of appropriate UNFCCC staff in the UMOJA user testing activities and dissemination of learning to other staff members upon completion of training: Review the user verification test plan to ensure the test scripts cover the UNFCCC business process requirements. May participate in the user verification testing;
- Schedule Project Team meetings and functional team meetings as required;
- Maintain auditable project records;
- Develop communication plan for the secretariat regarding the deployment of UMOJA at UNFCCC;
- Manage the project budget in liaison with the AS PAT;
- Manage the project plan by monitoring the progress of activities;
- Coordinate the data conversion plan such as data collection, cleansing, enrichment and validations;
- Coordinate with programmes to ensure programme specific processes are reflected in the UMOJA roll out plan.

What are we looking for

Educational background

| Required: | Advanced university degree (Master's degree or equivalent) in business administration, strategic or operations management, information systems or a related field. |

Experience

| Required: | A minimum of five years of relevant professional experience is required for this post, consisting of experience in implementing an information technology system. Demonstrated application of best practice in project management methodologies is essential. Demonstrated knowledge and experience in SAP advanced functionalities also essential. |

Language skills

| Required: | Fluency in English, both oral and written. |
| Asset: | Working knowledge of another official UN language. |

Specific professional knowledge

| Required: | Extensive knowledge of SAP
Proficiency in the use of computers for:
• Word processing
• Data base management
• Spread sheets Excel
• E-mail
• Internet |

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the on-line application system available at http://unfccc.int/secretariat/employment/recruitment.

Please note:

1. Qualified women candidates and candidates from developing countries are especially encouraged to apply.

2. Service is limited to the UNFCCC Secretariat.
3. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.
4. Salary and allowances:
   US$ 4,731 to 5,297 (without dependents)
   US$ 5,068 to 5,683 (with dependents)
   (plus variable post adjustment, currently 32.5 % of net salary),
   plus other UN benefits as indicated in the link below:

   https://unfccc.int/secretariat/employment/conditions-of-employment.html