Food and Agriculture Organization of the United Nations

CALL FOR EXPRESSIONS OF INTEREST

ERP – Functional Analyst (Financial)

Contract duration: **11 months**

Vacancy No. IRC3579

Deadline for Applications: **25 September 2016**

Tasks and responsibilities:

In the context of the CIO Development of work, in coordination with the technical team leader and under the supervision of the Contractor's coordinator, the incumbent will have the following assignment:

Role

The ERP Functional Analyst – Financials is 1) a functional specialist, designing, building, implementing and maintaining modifications to the GRMS ERP system, based on business requirements; 2) a functional knowledge expert, providing solid knowledge and guidance of Oracle ERP technology principles and best practices; 3) a level 3 support agent, addressing techno/functional product issues and requests not resolved by the first two levels support staff. The knowledge is applied to manage and resolve incidents and problems as well as design and implement new changes for the GRMS system.

Functions / Key Results Expected

- Provision of expert advice and recommendation on the functionality within the scope and filling the identified requirement gaps; Play a substantial supporting role in promoting, encouraging and adopting out-of-the-box (standard product) functionality;
- Documentation and analysis of current business processes and offering solutions to modify them to fit into the new "To be" model;
- Development and validation of key "To Be" design requirements by conducting workshops, facilitating subject matter expert focus groups, surveys, and/or conducting conference room pilots as needed;
- Identification of participants, preparation of agenda items, documents, presentations, formulation of discussion structure that engenders ideas, stimulating debates, achieving agreements on the "To Be" design;
- Provision of subject matter expertise for process improvement in the area of eBS Financials (Procure to pay, SLA/GL) administration and best practices;
- Knowledge of Travel process
- Facilitate service relationships with functional focal points, ensuring appropriate support and quality in delivery of services;
- Manage critical customer incidents, associated customer communication, activities and any appropriate escalations;
- Organize, support and participate in testing and resolution of any issues or problems;

Expected Outputs:	Required Completion Date:
• Functional documentation (BP030, BR030, MD050, BR100 etc) delivered as per agreed plan	• As per TOR

• Conducting of Functional Workshop, UAT, Trainings and installation of Functional artefacts in test environment as per agreed plan	
• Provision of regular status reports to team leader on progress of work	• Weekly/Monthly/Quarterly
• Timesheet reporting	• Daily

Candidates should meet the following requirements:

Minimum Requirements

Academic Qualifications

- University degree in computer science, business, engineering, information management or related discipline.
- Professional qualifications and relevant work experience may be accepted in lieu of university degree in exceptional circumstances;

Technical Competencies and Experience Requirements

Competencies:
- Ability to communicate easily and well with both technical and non-technical staff at all levels.
- Working knowledge of English;

Required technical knowledge, skills and experience:
- Detailed knowledge in SDLC and support of Oracle eBS based enterprise scale solutions;
- Very good understanding of the E-Business Suite technical / functional architecture and infrastructure (eBS Release 12);
- Ability to solve complex functional issues which cross organizational boundaries. Ability to document problems, impacts and resolution options in a clear and concise manner; ability to liaise and negotiate with the organization concerning any issues for processes supporting the business.
- In-depth understanding of the Oracle eBS R12 Financial modules (at least three of the following modules: General Ledger, Cash Management, Accounts Payable, Procurement, Accounts Receivables, Fixed Assets, SLA, iSupplier, Procurement Contracts etc.)
- Knowledge of Travel processes.
- Basic SQL knowledge with the ability to read Oracle data/transactions from the SQL views and tables.
- Proficient in the use of the MS Office suite of applications including Word, Excel, Access, PowerPoint, Visio and Project.
- Experience in the writing of functional designs for custom development.
- Experience in the review and evaluation of technical designs completed to support approved functional designs.

Desirable technical skills and experience
- A minimum of five years of progressively responsible experience in the implementation and operational support for Oracle eBS based enterprise scale solutions, preferably with more than two years' experience in Oracle eBusiness Suite Release 12;
- Experience in integration and data migration efforts in an enterprise environment;
- Experience implementing Web-Services in eBS environment;
- Experience working with Oracle's middleware platforms, XML and/or integration solutions and related tools in an Oracle environment is desirable;

- Experience in configuring relevant ERP modules;
- Oracle related certification/courses.

Selection criteria

- years of experience
- field of work and area of speciality
- education
- language
- assessments through interview

Additional Information

Payment conditions: the daily honorarium will be paid monthly on when-actually-employed basis and will be defined depending on relevant qualifications and work experience up to within a range from 210 USD to 290 USD.
Schedule of work: The incumbent will be required to work and be present on the premises during the standard office hours of the duty station (from 8.30 till 17.00 for HQ), unless otherwise agreed with the supervisor. The working time will be reported in the internal timesheet system.

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

All candidates should adhere to FAO values of Commitment to FAO, Respect for All and Integrity and Transparency.

How to apply

All applications are to be made through FAO's **iRecruitment** system. Click on the link below to access **iRecruitment**, complete your online profile and apply for this Call for Expression of Interest.

http://www.fao.org/employment/irecruitment-access/en/

In order for your application to be properly evaluated, please ensure that all sections of your iRecruitment account are completed. Incomplete applications will not be evaluated.

Applications received after the closing date will not be given consideration. Only short listed candidates will be contacted

If you need help, or have queries, please contact: **iRecruitment@fao.org**