

VACANCY NOTICE NO: 2267
DEADLINE FOR APPLICATION: 27 October 2023
 29 day(s) until closing deadline - Currently accepting applications

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
ERP Change Management Officer	P3	Geneva, Switzerland	1 December 2023 or as soon as possible thereafter	Fixed-term - 1 year Initial appointment of 1 year with possibility of extension until the end of the ERP implementation project
ORGANIZATIONAL UNIT			ORGANIZATIONAL UNIT	
Information Technology (IT) Division, WMO Information System (WIS) Branch Infrastructure Department			WMO is committed to achieving diversity and a balanced workforce. Applications are welcome from qualified women and men, including those with disabilities. The statutory retirement age after 1 January 2014 is 65. For external applicants, only those who are expected to complete the term of appointment will normally be considered.	
DUTIES AND RESPONSIBILITIES			QUALIFICATIONS	
<p>WMO is in the process of moving to a new ERP system - from a locally managed and hosted ERP to a cloud-based, UN-system managed and hosted ERP. This process will also include a full institutional review of key business processes, which is a prerequisite for a positive ERP implementation. Through the implementation of the new ERP, WMO seeks to improve efficiency, effectiveness, agility, consistency, accountability and transparency across the Organization through, inter alia, streamlining processes, differentiating controls according to risk levels and employing digitization and automation where appropriate. The ERP project has been initiated and is currently in the planning phase.</p> <p>The change management officer will be part of the ERP project team, reporting to the ERP Project Manager, and will lead the change initiative for this project by performing the following duties:</p> <p>Change Management Strategy & Plan:</p> <ul style="list-style-type: none"> • Support ERP implementation by developing a Change Management Strategy and Master Plan to address the people side of change for the ERP project, thereby minimizing employee resistance and maximizing employee engagement and acceptance of the ERP solution; • Update on an ongoing basis the detailed change management plans (i.e. Sponsor Plan, People Manager Plan, Change Champions Network Plan and Training and communication Plan) and integrate change management activities into the project plan; • Ensure the right level of communication, using the right communication methods, at different stages of the project; • Identify resources and stakeholders required in the change management process. <p>Master Plan Implementation:</p> <ul style="list-style-type: none"> • Facilitate the execution of activities identified and provide support to the individual(s) responsible for its implementation. CM Master Plan execution includes: • Application of a consistent change methodology across the project streams; • Facilitation of the Change Champions Network to anticipate/analyze the effects of the change initiatives and facilitate an appropriate response; • Continuous learning and improvements are made; • Lessons learned are shared and improved upon; • Measurement of execution of plan activities. <p>Communications:</p> <ul style="list-style-type: none"> • Lead the communication activities, by supporting the change champions, by developing communication assets to minimize barriers to change, thereby increasing stakeholder buy-in to the change; • Coordinate with both internal and external stakeholders to obtain feedback and information to identify change management gaps and the plans/initiatives to close the gap; 			<p>Education</p> <p>Master's Degree in a relevant field. Bachelor's degree in a relevant field with 2 additional years of relevant experience can be considered in lieu of Master.</p> <p>Experience</p> <p>Minimum five (5) years of relevant work experience, at an international level in communication, change management or related activities. Minimum of five years' experience involved in Organization Transformation initiatives in a change management or communication capacity is required.</p> <p>Other requirements</p> <p>Sense of integrity, responsibility, maturity of judgement, initiative and creativity. Excellent interpersonal skills are a must. Experience in performing change management duties in an ERP deployment (cloud-based ERP deployment experience would be a further advantage). Knowledge of business processes and change management in context of an Oracle- Fusion ERP based transformation. Proven knowledge of and experience in implementing change management principles and methodologies (e.g. Prosci). Familiarity with project management approaches. Solid knowledge of organizational change, organizational behavior, organizational development and/or conflict management, ideally gained within the context of the public sector. Performance and results oriented. Strong communication skills and the ability to understand both policy and technical information. Able to work well individually and in a team environment, building relationships and trust with individuals at all levels in the organization. Ability to manage multiple initiatives and quickly adapt to changing priorities and deadlines. Strategic thinking with the ability to think through problems in a logical manner and understand impacts of decisions on multiple areas. Change management related certifications such as Certified Change Management Professional (CCMP) or Prosci Change Management Certification is a plus.</p> <p>Languages</p> <p>Fluency in English is required; Working knowledge of French will be an asset.</p> <p>(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</p>	

- Work across functional pillars including all areas of the organization to ensure proper timing and communications techniques are applied.

Training:

- Work with appropriate parties to ensure any training needs and/or culture- related aspects are identified throughout the change management strategy and are addressed for identified change management issues;
- Provide coaching to managers, supervisors and other key roles in the organization to build change leadership as well as to gain support from them;
- Identify training needs to build knowledge about the change and to develop the required skills to change, thereby helping employees to become familiar with and better adapt to it;
- Plan the training activities;
- Establish the train-the-trainer process;
- Assist with development of the training materials/modules;
- Facilitation of large multi-stakeholder workshops as required.

The Secretary-General may appoint a candidate at a grade below the advertised grade of the post, with the possibility of promotion to that grade within three years of appointment, subject to satisfactory appraisal of performance.

Possibility of renewal subject to the availability of funds and pending satisfactory performance after an initial probationary period of one year which can be extended up to a maximum of two years.

SALARY AND ALLOWANCES

Annual net base salary on initial appointment is: US\$ 64121

Annual post adjustment on initial salary is: US\$ 54567 (in addition to the net base salary)

Additional Information:

Only applicants in whom WMO has a further interest will be contacted.
Shortlisted candidates may be required to sit a written assessment and/or an interview.

Date of issue of vacancy notice: 28 September 2023

[NEW APPLICANTS -- CLICK HERE TO BEGIN YOUR ON-LINE APPLICATION](#)

[RETURNING APPLICANTS ENTER HERE](#)