



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat  
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**VACANCY NOTICE NO: 2214**  
**DEADLINE FOR APPLICATION: 7 October 2022**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
ERP Project Manager	P5	Geneva, Switzerland	To be determined	Fixed-term - 2 years
<b>ORGANIZATIONAL UNIT</b>		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.		
Information Technology (IT) Division, WMO Information System (WIS) Branch Infrastructure Department				
<b>DUTIES AND RESPONSIBILITIES</b>		<b>QUALIFICATIONS</b>		
<p>WMO is in the process of undertaking an institutional review of key business processes aiming to move to a new ERP. An external company has already provided the ERP Business Case, outlining various options that will enable the move to a more efficient system that will improve the quality of WMO's overall functioning. 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.</p> <p>The ERP Project Manager will lead WMO's efforts to understand, plan for, manage and reinforce strategic business transformation efforts including the integration of people, process and technology aspects in close coordination with the stakeholders of the project, and will ensure that the move to the new ERP is consistent with the WMO requirements. The ERP Project Manager will report to the project Steering Committee and will be supervised by the Chief of the Information Technology Division (ITD). The ERP Project Manager will perform the following duties:</p> <p>(a) Define, promote and manage the vision for operational transformation and business process improvement among Officers, Directors, Managers, System Users, and other stakeholders; and serve as the primary focal point for engaging executives in the move towards the new ERP;</p> <p>(b) Review, prioritize, and recommend for implementation identified opportunities for business process improvement, modernization, simplification, in close consultation with the designated management of the Organization, working closely with the functional management of concerned sections to ensure timely and efficient implementation of identified process changes;</p> <p>(c) Guide the identification of key performance indicators to inform relevant individual managers and report to senior management and other key stakeholders on the progress of the business transformation and ERP roll-out;</p> <p>(d) Lead and coordinate all aspects of the management of the project to implement the new ERP solution, including defining its parameters, requirements, milestones, timelines, and resource needs, and managing the project from conceptualization to roll-out, in close partnership with IT, Finance, HR, Procurement, and other relevant stakeholders including the implementing partner;</p> <p>(e) Lead the definition and implementation of the data migration strategy and ensure alignment to WMO data integrity audit requirements;</p>		<p><b>Education</b> Masters degree in Information Technology or related field, or Bachelor degree combined with high level experience in managing IT projects.</p> <p><b>Experience</b> A minimum of 10 years of combined national and international progressively responsible experience in IT project management and digital transformation, of which a minimum of five years in international organizations.</p> <p><b>Other requirements</b> Sense of integrity, responsibility, maturity of judgement, initiative and creativity. Excellent managerial, organizational, communication, presentation, negotiation, interpersonal and analytical skills. Demonstrated ability to plan, organize and manage multiple workloads. Strong experience in implementing Oracle Cloud ERP (Financials Management and other modules). Strong experience in delivery and implementation of transformational projects working with a consultancy/systems integrator. Knowledge of PRINCE 2 or other formal delivery methodologies and experience of Project Management best practice. Knowledge of the United Nations processes and ways of working. Ability to work in a multicultural environment and to foster diversity and team spirit.</p> <p><b>Languages</b> Excellent knowledge of English (both oral and written). Knowledge of other official languages of the Organization would be an advantage.</p> <p>(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</p>		

(f) Identify, assess and lead the change management effort including staffing and capacity impact of the business transformation in close partnership with HR. Partner closely with existing leadership to build the Business Transformation Team through definition of needed skill mix, hiring/outsourcing, on the job development and training opportunities, team building, and mentoring by providing support and guidance on technical and personnel issues;

(g) Define and acquire the necessary products and services required in full compliance with WMO's policies and procedures, upon obtaining all mandated prior clearances and authorizations. Manage vendor relationships to meet expected outcomes and outputs;

(h) Carry out other relevant duties 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\$ 90664

Annual post adjustment on initial salary is: US\$ 70355 (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: 9 September 2022**