


United Nations
SECRETARIAT
Open to internal and external applicants

CORE VALUES : *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY*
WORKING LANGUAGES : *English required; working knowledge of French highly desirable.*
REMUNERATION : *Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered*
Preference will be given to equally qualified women

Date of Issuance: 6 AUGUST 2001

Deadline: 6 OCTOBER 2001

INTEGRATED MANAGEMENT INFORMATION SYSTEMS (IMIS) COORDINATOR, P-4
CONFERENCE AND GENERAL SERVICES DIVISION (CGSD)
ECONOMIC COMMISSION FOR AFRICA
ADDIS ABABA
VA #:01-D-ECA-0X2124-E-AA

DUTIES AND RESPONSIBILITIES:

Under the general direction and guidance of the IMIS Coordinator at Headquarters and the direct supervision of the Chief of the Information Systems Section (ISS) in ECA's Conference and General Services Division, the incumbent: advises the ISS Chief on relevant issues and recommends appropriate policies, strategies and courses of action. The Integrated Management Information System (IMIS) of the UN Secretariat is the "Enterprise Resource Planning (ERP)" tool used by ECA for a staff of 900 for personnel, salary entitlements, finance, procurement and payroll. The IMIS Coordinator manages: (1) the operations of the IMIS system, (2) the installation of upgrades of the system, both from a technical and functional point of view, (3) the issuance of reports, and (4) the operation of reporting databases. Further, the incumbent is responsible for establishing a detailed plan of all activities related to the implementation of the remaining IMIS functionalities ("releases") and updates, including payroll; coordinating the establishment of local workflow procedures and advising the ISS Chief on the organisational and procedural changes that may be required, particularly those for local support of the system; interacting with client users to determine their needs, formulate plans, and implement changes; establishing a local information network to ensure that all relevant information on activities and documentation, both from Headquarters and locally, is disseminated to staff; coordinating with Headquarters for the procurement of the necessary hardware, software and consulting services; designing and coordinating the local support infrastructure; and in cooperation with Headquarters, ensuring that staff are properly trained regarding IMIS.

EDUCATION:

University degree in Computer Science, engineering or relevant area required.

WORK EXPERIENCE:

Extensive and progressively responsible practical experience required using advanced Management Information Systems (MIS) or ERP systems, preferably including the financial, personnel and procurement areas. Highly desirable if experience has been gained in IMIS in an organization of the United Nations system. MIS administration and management experience in an international environment preferred.

TECHNICAL SKILLS:

Demonstrated understanding of theoretical and practical applications of management information systems, especially in finance, personnel and procurement. Ability to analyze, plan, design, and implement technical solutions to MIS problems. Proficiency in computer systems required as well as facility with advanced MIS services. Knowledge of the UN's Integrated Management Information System (IMIS) highly desirable. Proven abilities to prepare written materials in a clear, concise and compelling manner; and communicate orally in an effective manner.

ESSENTIAL CORE COMPETENCIES:

Communication, teamwork, planning and organizing, client orientation, technological awareness.

HOW TO APPLY: *Please see our guidelines at www.uneca.org. Applications may be sent by e-mail (preferably) to ecarecruitment@uneca.org or by fax to (215-1) 52-16-34. All applications should include the VA number, title of the position, and be addressed to: Chief, Human Resources Services Section, Economic Commission for Africa (ECA), Addis Ababa, Ethiopia.*