

<b>Position</b>	Finance Deployment Referent - UniField (CDM April 2012 – December 2013)		
<b>Department</b>	LOG/FIN - XP100	<b>Location</b>	Geneva

**Context:**

Following a feasibility study carried out in the first semester 2009 by MSF International Office on the initiative of the Operational Center of Geneva (OCG), the 5 MSF operational centers (Amsterdam, Brussels, Barcelona, Geneva and Paris) launched the international UniField project aiming at replacing the field information systems (IS) solutions currently used for finance & supply (Saga, BooX, LogistiX...).

Among the major operational, financial and logistics stakes of the project we can underline:

- The necessity to have IS tools allowing missions and projects to improve the management of their operations
- The necessity to have common principles and common field tools in order to support the operational strategy of resource sharing and collaboration (joint coordinations, sharing of technical support, common trainings, HR pools with common skills...)
- The necessity to have a higher degree of coherence of the information between various business areas (in particular between supply and finance) and between fields and HQ

The Operational Center of Geneva was selected to carry out the project. The project is now in its final development phase and should deliver the final product during the summer 2012

**Mission:**

Under the supervision of the Deployment Project Manager, the Finance Deployment referent will be in charge of supervising the deployment process in the field for the finance module of the application. The deployment is planned in 2 steps:

- Pilot phase: up to 4 pilot sites from September to December 2012
- Go-live phase: 2013

This mission includes participation to finalization of the deployment strategy, manage the training of all finance users and managing the training officers.

This position may require a significant part of time in the Field.

**Responsibilities:**

More specifically, the Finance Deployment referent will have the following tasks:

- Contribute to the exhaustive final testing of all finance functionalities developed as per technical specifications, until final version is ready for deployment
- Ensure a good coordination with finance interlocutors of the Unifield team.
- Contribute to finalization of the deployment strategy for the application with the Finance dept & the Unifield Team, taking into account the organisational, functional, and technical constraints
- Define with the Project manager & relevant interlocutors from the Finance department the organisational setup, HR and financial resources necessary to support the training & deployment strategy for the finance module
- Enforce & monitor the implementation in the field of all conditions required to deploy properly the finance module and ensure a smooth transition from SAGA to UNIFIELD
- Recruit & supervise the finance training officers (3 or 4 persons)
- In coordination with the UNIFIELD team and the Deployment Project Manager, define & develop the appropriate training strategy.
- Organise the training of all finance end users.
- Provide direct support on application usage. Ensure that trainer officers provide proper direct support to all end users.
- Be the liaison between the training officers and the UNIFIELD team.
- Ensure continuity after trainer officers have left a site (country of implementation).
- In close coordination with FINOP, coordinate feedback from the field for each phase, test approve & provide recommendations to the UNIFIELD team for fixing bugs / improving functionalities /

adding reports

- Organise the go-live of the finance module in the field and at HQ
- Inform and train all relevant interlocutors from the FINANCE department at HQ on the new tool
- Act as Hot-Line to answer questions from the field.

Professional requirements	Personal requirements
<b>Education:</b> <ul style="list-style-type: none"> <li>– University degree in business administration or finance area or equivalent professional qualification/ certification</li> <li>– Accounting qualification an advantage</li> </ul>	<b>Technical skills:</b> <ul style="list-style-type: none"> <li>– Advanced knowledge of at least one accounting package (SAGA an advantage)</li> <li>– Experience as training of trainers an advantage</li> <li>– Experience of an ERP an advantage</li> <li>– Familiarity with double-entry accounting</li> <li>– Sensitivity to softwares</li> </ul>
<b>Experience:</b> <ul style="list-style-type: none"> <li>– 2+ years MSF field experience as finance manager or finance coordinator in capital</li> <li>– Experience working with procurement / supply interlocutors a serious advantage</li> <li>– Experience of the deployment of an IS tool is an advantage</li> <li>– MSF experience in HQ is an advantage</li> </ul>	<b>Languages:</b> <ul style="list-style-type: none"> <li>– English fluent required</li> <li>– French a serious advantage</li> </ul> <b>Soft skills:</b> <ul style="list-style-type: none"> <li>– Attention to detail, strong analysis and synthesis</li> <li>– strong organisational skills</li> <li>– Very good communication skills</li> <li>– Capacity to work independently, initiative</li> <li>– Capacity of innovation</li> <li>– Team spirit</li> </ul>

Internal relationships	External relationships
<ul style="list-style-type: none"> <li>– Finance referent (from users working group)</li> <li>– Units from the FINANCE department (FINOP, Funding &amp; FINOP support, Accounting)</li> <li>– Unifield deployment team</li> <li>– Internal team members</li> <li>– Finance coordinators &amp; Finance managers in field missions</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>

Supervision	Position in the organisation
– Supervised by Deployment Project Manager	In project mode

Job description proposed by: Emmanuel Flamand Signature: \_\_\_\_\_

Job description validated by: Luc Castell Signature: \_\_\_\_\_

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This job description is attached to the work contract and duly signed together with the work contract by the employee

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

For the administration	New position <input checked="" type="checkbox"/>	New responsibilities <input type="checkbox"/>
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Please send your complete application (including cover letter, CV/resume, and scanned copies of diplomas and work certificates) by email **latest on Sunday 11th March** to: [msfch-recruitment@geneva.msf.org](mailto:msfch-recruitment@geneva.msf.org), specifying on the subject line : « **Unifield Deployment- Finance Referent** ».