

Position	Deployment Project Manager - UniField (CDM 24 months)		
Department	LOG –XP100	Location	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 system (IS) solutions currently used for finance and supply (Saga, BooX, LogistiX...).

Among the major operational, financial and logistic 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 for carrying out the project

The project is now in development phase and should deliver final product during summer 2012

Mission:

Under the responsibility of the Logistics Director representing Sponsor Group (Fin, Log, IT) , the Deployment Project Manager will be in charge of coordinating the process of the deployment of the application in the field.

This deployment is planned in 2 steps:

- Pilot phase: up to 4 pilot sites from september to end 2012
- Go-live phase: 2013

This mission particularly includes the definition of the strategy of deployment (where, when?) and the trainings of the users in all missions.

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

Responsibilities:

More specifically, the Deployment Project Manager will have the following tasks:

- Ensure a good coordination with deployment Unifield team
- Fine tune the deployment strategy chosen for the application with depts. & the Unifield Team, taking into account the organisational, functional, and technical constraints
- Define the organisational setup, HR and financial resources for supporting the deployment strategy
- Ensure the establishment of the appropriate training material with the finance and supply project managers
- Ensure the establishment of the appropriate IT material with the IT managers
- Coordinate the HQ deployment referents (Fin, Supply, IT)
- Coordinate the training officers from different depts(supply , finance and IT)
- Support the change management along the deployment phase, identify and propose measures to grant a smoothly transition from previous softwares to new one
- Organize the training in the field and in the HQ
- Organize the go-live in the field and in the HQ

Professional requirements	Personal requirements
Education: <ul style="list-style-type: none"> – University degree in management or another field (engineering, finance...) with a project management orientation 	Technical skills: <ul style="list-style-type: none"> – Very strong Project management skills – Change management – Training of trainers – Quality management – Sensibility to software
Experience: <ul style="list-style-type: none"> – 2+ years MSF field experience... – Experience in managing fix-time projects with clear deadlines – Experience in supply/finance or related business areas is an advantage – Experience of the deployment of an IS tool is an advantage – MSF experience in one or several HQ's is an advantage 	Languages: <ul style="list-style-type: none"> – French an advantage – English (strong oral and written skills) Soft skills: <ul style="list-style-type: none"> – Strong analysis and synthesis – Very strong organisational skills – Capacity to federate managers working in various disciplines – Very good communication skills and diplomacy – Capacity to work independently, initiative – Capacity of innovation – Team spirit

Internal relationships	External relationships
<ul style="list-style-type: none"> – Supply, Finance and IT referents – Unifield deployment team – Internal team members – Project coordinators in each OC 	–

Supervision	Position in the organisation
– Supervised by Logistics Director	In project mode

Job description proposed by: Luc Castell

Signature:

Job description validated by: Bruno Jochum

Signature:

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

Date: _____

Employee's Signature: _____

For the administration	New position <input checked="" type="checkbox"/>	New responsibilities <input checked="" 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, specifying on the subject line : « **Unifield Deployment- Project Manager** ».