Business/System Analyst P2

The World Food Programme (WFP) is the world's largest humanitarian agency, fighting hunger worldwide. We are currently seeking to fill the position of Business/Systems Analyst P2 in the Financial Systems and Process Support Branch (RMIS) in our headquarters in Rome, Italy.

The Financial Systems and Process Support Branch (RMIS) is part of the Resource Management and Accountability Department (RM) and its main objective is to ensure proper functionality and high efficiency in the utilisation of financial and budgetary systems and processes.

The core responsibilities of RMIS include the management of the RM WINGS[1] Help Desk for all finance, budget and programming users worldwide; Senior Process Expert support for projects; WINGS system maintenance; WINGS e-guide review and update; development and enhancement of financial reporting tools; preparation of corporate financial reports, performance reports and interagency statistics; design and validation of WINGS authorisation profiles within RM, Organisation and facilitation of WINGS training sessions; User Admin and support for Electronic Payment Systems (EPS) and Virtual Credit Card Accounts (VCA).

The incumbent will report to the Chief RMIS and will be responsible for the following duties:

- Support innovations in Finance and Treasury Division's business processes and systems
    - Support preparation of Business Blue Prints, including cost benefit analysis
    - Coordinate and perform key project activities and ensure their effective implementation
    - Analyze and re-design business processes or applications
    - Assist in the cut-over and go-live planning activities
    - Support data cleansing and data migration activities
    - Perform system testing and support user acceptance testing activities
    - Perform post-go live support activities

- Support roll-out of Sap-to-Bank integration project
    - Update and enhance business processes design documentation and coordinate the implementation of the new required roles in Wings
    - Support the necessary system updates based on country specific requirements
    - Support the roll-out of the Sap to Bank solution to all major field locations
    - Identify data cleansing requirements and provide guidelines for the data cleansing execution
    - Support user testing activity, collect feedbacks and coordinate the implementation of the required system fixes
    - Coordinate and execute tests with banking partners and connectivity provider

- Perform Bank Communication Manager tasks:

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[1] WINGS, "World Food Programme Information Network and Global System", is WFP's corporate information system.

- o Monitor inbound and outbound flows status ensuring the timely identification of transmission issues;
- o Help ensure an efficient resolution of bank communication issues, including bank statements and outbound payments, coordinating corrective actions with internal stakeholders and service providers;
- o Maintain Sap to Bank Communication workflow authorizations as per bank signatory matrix
- o Ensure the alignment of WFP adopted payment file formats with changes in bank industry standards and practice;

- • Support the RM WINGS Helpdesk Team
  - o Help ensure an efficient resolution of Finance and Treasury Division's system and business integration issues (treasury, payments, payroll).
  - o Act as Senior Process Expert for Treasury/Finance. Coordinate implementation of identified system fixes/improvements with Information Technology Division's (OST) Application Development/Maintainance team (prioritisation, status meetings, etc.).
  - o Perform the update of the e-learning material (e-guide, infopak)
  - o Support training initiatives
- • Provide ad-hoc support as required

Qualifications & Experience Required

Education:
Advanced university degree or university degree with advanced courses/training in the area of finance and treasury or related field.

Experience:
At least three years of postgraduate progressively responsible professional experience in the area of finance and treasury.
Experience in project management in SAP improvement initiatives, in particular treasury related innovations.

Technical Skills & Knowledge:
Training and expert knowledge in SAP financials, in particular the components BCM, PMW, FI-BL and TR-TM.
Knowledge and/or practical experience in implementation of Swiftnet transmission protocols FileAct and Fin, file standards MT 94X, MT 10X, ISO 20022 Pain001 and ISO 20022 Pain002 as well as understanding of domestic payments clearing and settlement systems for non EUR and USD countries.
Training and/or experience utilising computers, including word processing, spread sheets and/or other software packages and systems. Good knowledge of UN system policies, rules, regulations and procedures is an asset. Skills to shift between different projects and understand quickly the business requirements.

Competencies:
- • WFP's core competencies for professionals include action management, communication skills and high standards of ethics and values.

Language:
- • Working knowledge (proficiency/level C) of English and intermediate knowledge (level B) of another UN official language, Arabic, Chinese, French, Russian and Spanish or one of WFP's working languages, Portuguese.

Terms and Conditions
Selected candidates will be employed on a fixed-term contract with a probationary period of one year.

Special Notice: Mobility is and continues to be a core contractual requirement in WFP. This position is however currently classified as "non-rotational" which means the incumbent shall not be subject to the regular reassignment process unless the position is re-designated as rotational or the incumbent applies and is reassigned to a rotational position.

WFP offers an attractive compensation and benefits package, including basic salary, post adjustment, 30 days' annual vacation, home leave, an education grant for dependent children, pension plan and medical insurance. Please visit the following websites for detailed information on working with WFP.

http://www.wfp.org Click on: "Where we work" and "Our work" to learn more about WFP's operations.
http://icsc.un.org Click on: Quick Links > Salary Scales > by date
http://www.unstaffmobility.org Learn more about countries where the UN operates

Application procedures:
Go to: http://i-recruitment.wfp.org/vacancies/14-0014792
Step 1: Create your online CV.
Step 2: Click on "Description" to read the position requirements and "Apply" to submit your application.
NOTE: You must complete Step 2 in order for your application to be considered for this vacancy.

Deadline for applications: 18 February 2014

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status. Qualified female applicants and qualified applicants from developing countries are encouraged to apply.

REF: 14-0014792

Fighting Hunger Worldwide