



Job Opening

Job Title: INFORMATION SYSTEMS OFFICER (Master Data Management), P4

Department/ Office: OFFICE OF THE UNDER-SECRETARY-GENERAL - DM

Duty Station: NEW YORK

Posting Period: 23 September 2010-22 November 2010

Job Opening number: 10-ADM-OFFICE OF USG - DEPT OF MGMT-16260-R-NEW YORK (O)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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Org .Setting and Reporting

Umoja is a continuous organizational transformation, enabling high-quality, cost-effective service delivery for evolving United Nations mandates, anywhere in the world. By updating skills, harmonizing practices and applying global technology, Umoja maximizes productivity of the UN's human, financial and material resources. Umoja transcends organizational, geographical and functional barriers, fostering a culture of transparency, accountability, empowerment, sharing and unity across the United Nations. For more information on Umoja visit: <http://www.unumoja.org/display/umoja/Umoja>. The position is located in Umoja in the Department of Management in New York. The Information Systems Officer (Master Data Management) reports to the Business Intelligence/Reporting Lead.

Responsibilities

Under the overall supervision of the Business Intelligence/Reporting Lead the incumbent will be responsible for leading the successful delivery of a Master Data Management (MDM) solution for the UN. The incumbent will undertake the following duties: (1) Work with business owners, subject matter experts, functional team members and Systems Integrator resources to design and implement an optimal MDM solution for the UN; (2) Assist with the definition and documentation of the MDM governance strategy and with the design of the MDM architecture; (3) Analyze and document business processes that relate to MDM, and align business requirements with the MDM architecture; (4) Work with the Business Intelligence/Reporting lead, the Cut Over/Data Conversion lead and Systems Integrator resources to design and implement data conversions for master data elements (workflows, reference tables, ETL scripts, etc.); (5) Work with the Technical Solution/Integration lead and Systems Integrator resources to design and implement integration of master data elements with UN and external systems; (6) Assist with other ERP data conversion and integration tasks as required; (7) Work closely with the Infrastructure and Security Lead to define ERP infrastructure components that fully support MDM requirements; (8) Assist the Business Intelligence and Data Conversion leads in determining an MDM design and implementation work plan and in overseeing the management of Systems Integrator resources working on MDM; (9) Collaborate on an ongoing basis with the internal ERP functional teams, and through them the UN business community, to ensure that the MDM requirements of the operational ERP are addressed comprehensively; (10) Provide progress reports to the Business Intelligence/Data Conversion lead; (11) Present to ERP project management and other necessary parties, as required; (12) Any other job related duties.

Competencies

PROFESSIONALISM: Demonstrates professional competence and mastery of subject matter in design, development and implementation of software applications. Demonstrates ability to provide innovative technical solutions for by designing and developing Master Data Management solutions, including infrastructure, and data governance structures to meet business needs. Demonstrates ability to design integrated solutions across functional areas (such as Supply Chain, Financials, Human Resources, Travel, Projects and Programmes). Demonstrates ability to apply good judgment; is conscientious and efficient in meeting commitments, observing deadlines and achieving quality results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Ability to identify risks to project deliverables and deadlines and manage these risks in consultation with colleagues and the project management team. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

□ **COMMUNICATION:** Speaks and writes clearly and effectively with ability to draft technical specifications and position papers; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience (in particular is able to explain complex technical solutions to a non-technical audience); demonstrates openness in sharing information and keeping people informed.

□ **PLANNING AND ORGANIZING:** Ability to organize, plan and implement work assignments, juggle competing demands and work under pressure of frequent and tight deadlines. Ability to plan own work and manage conflicting priorities.

Education

Advanced university degree (Master's degree or equivalent) in electrical engineering, computer science, information systems or related fields. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

Experience in the following areas is required: (1) A minimum of seven years of progressively responsible experience of application design, development, implementation and support within a global ERP technical environment; (2) A minimum of four years implementing MDM solutions; solution should have incorporated MDM process design utilizing workflow and approval cycles and conversion of master data; (3) Experience designing and implementing an enterprise MDM strategy, including designing and implementing Data Governance models; (4) Experience working with functional analysts, subject matter experts and other members of the business community to understand business requirements, and to design and develop technical solutions to meet the business needs of the organization. Experience working with SAP PI, Portal and configuring solutions using SAP's MDM tool is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language, preferably French is desirable.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

Assessment Method

Competency-based interview and Technical test

Special Notice

The post is subject to budgetary approval. Funding for this post is limited and extension of appointment will be subject to budgetary approval. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.