



**ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS
(OPCW)**

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VACANCY NOTICE

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| | Applications Programming Officer | Date | 20 October 2009 |
| Post Level | P-3 | Closing Date | 19 December 2009 |
| Vacancy Ref | E-ADM/ISB/APO/F0115/P-3/80/10-09 | <p>This appointment is for a three-year duration, with a six-month probationary period. The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years. The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. Several vacancies may be filled.</p> | |
| Branch | Information Services Branch | | |
| Division | Administration Division | | |
| Principal Functions | | Requirements : | |
| <p>Under the supervision of the Head, Software Development and Business Integration, the incumbent performs the following duties:</p> <ol style="list-style-type: none"> 1. Develops strategy for ERP (Enterprise Resource Planning) and related administrative modules, and participates in developing overall strategy for ERP. Prepares the detailed plan for full project cycle on the basis of branch and section plans; 2. Studies Business Requirements prepared by Business Analyst. Performs requirements/system analysis, feasibility studies and designs for ERP and administrative modules, and supporting query and reporting tools; 3. Develops prototypes of ERP and related administrative modules, interfaces with other interrelated systems and software, test scripts. Develops and tests query and reporting tools in co-operation with users; 4. Implements ERP and related administrative modules and query and reporting tools in client/server environment on the basis of the developed prototypes; 5. Develops data conversion tools to integrate existing user data into the new modules. Prepares technical, user, training documentation and technical presentations for ERP and related administrative modules. Provides in-house user training for newly implemented modules. Keeps documentation updated and corresponding to the OPCW standards; 6. Implements module/query and reporting tool and database modifications in accordance with change control requests; 7. Studies production problems reported by users and provides solutions; Interacts with software vendors in solving software-related problems. Monitors data consistency and integrity. Provides measures to prevent/fix corruption of data; Provides enhancements of existing modules. Works with End User Support and Operations Support personnel to resolve operational problems; 8. Installs and administers ERP production, development, test and training environments. Installs and administers MS SQL servers and clients for all mentioned environments; 9. Provides migration to new versions and service packs of ERP/query and reporting tool software including conversion of customised software and databases. Evaluates relevance of system fixes to ERP modules/query and reporting tool and install them in all supported environments; 10. Plans ERP security strategy. Creates and maintains security groups, users, activity security and data control. Define group and user permissions. Sets up, schedules and monitors archive/purge processing and batch job services; 11. Monitors ERP software licence distribution. Sets up and configures ERP clients. Monitors changes of the supported Technical Environment specifications; 12. Provides database administration duties, namely, SQL server set-up and monitoring, running consistency checks, backups and recovery procedures; 13. Performs other duties as required. | | <p>Knowledge and Skills :</p> <ul style="list-style-type: none"> * Advanced university degree in Computer Sciences, Mathematics, Engineering or related field; * Up-to-date training in appropriate information technologies, database modelling, system design and application software * Excellent knowledge of applications, databases and network development in client/server environment; * Proven skills with Windows environment, MS SQL, Cognos ReportNet, Microsoft.Net * Knowledge of SMARTStream ERP system is an asset * Knowledge of RAD or Agile software development and at least one Project management Methodology; * .ITIL Knowledge/certification desirable; * Ability to identify client's needs and appropriate solutions; * Good communications skills and ability to analyse problems and react quickly in stress situations with minimum supervision; * Good inter-personal skills and ability to establish and maintain effective working relationships with people of different national and cultural backgrounds. | |
| | | <p>Experience :</p> <p>At least 5 years of related experience, in particular in system analysis and design, and implementation of large integrated systems in client/server environment of which at least 4 years of experience in implementation of administrative applications/packages;. Knowledge and implementation experience of off-the-shelf packages in area of human resources, budget and finance, accountancy, payroll and procurement, coupled with extensive experience in software customisation;. Experience in database modelling and RDBMS;Experience in UN Regulations and Rules is an asset.</p> | |