

HIGHER EDUCATION COMMISSION
Higher Education Development in Pakistan (HEDP)

Job Description
ERP Module Specialist

Job Title:	ERP Module Specialist
Category:	Project Management
Duty Station:	Islamabad
Type of Contract:	Contractual Appointment
Duration of Assignment:	Till the completion of the project, based on satisfactory performance
No. of Position(s):	Three

BACKGROUND:

Higher Education Commission (HEC) is embarking upon the Higher Education Development in Pakistan (HEDP) Project funded by the World Bank. The project aims, among other objectives, to strengthen governance in the higher education sector of Pakistan.

Given information technology's cross-cutting and transformative nature, HEDP has several activities that aim to leverage IT to improve Pakistan's teaching, learning, and research environment. One of the key components is to put in place a private cloud for HEIs to be utilized.

HEDP is looking for a detail-oriented professional, with a clear understanding of tools and technologies available regarding Enterprise Resource Planning and Business Intelligence.

PROJECT DESCRIPTION:

The project supports the implementation of a subset of activities from the Higher Education Commission's (HEC's) Vision 2025, which is in line with the broader development framework for Pakistan as envisaged in the Government's Vision 2025. The project will be implemented over a five-year period of 2019/20 – 2023/24.

In essence the objectives of the project are to support research excellence in strategic sectors of the economy, improve teaching and learning, and strengthen governance, in the higher education sector. More information on HEDP can be found here: <http://projects.worldbank.org/P161386?lang=en>.

CORE RESPONSIBILITIES:

The ERP Module Specialist will be part of the Project Coordination Unit responsible for working with internal and external stakeholders to ensure technical delivery. Should have experience in ERP systems, IT management systems in general, and understand the networking..

Job Responsibilities:

- Work with Project team to ensure ERP implementation of each module as per plan
- Assist end users to familiarize with each module and their benefits
- Assist in adaptability and documentation
- Review the implementation, document the workflows, get end-user feedback and propose/suggest improvements
- Ensure the design sustainability of integration points
- Setup reports and dashboard to monitor usages, benefit and licensing utilizations
- Work with the project team to ensure the timely delivery of the project
- Review and verify the deliverables as per the design

Key Skills and Competencies:

- Experience with at least one if not all ERP modules (Financials, Grants Management, Budgeting, Human Resource, Payroll, Procurement, Inventory)
- Good understanding of databases, Application configuring, and troubleshooting.
- Good understanding of cloud, cyber security and the knowledge of networking.
- Excellent communication and organizational skills, and the ability to stay focused on completing tasks and meeting goals within a busy workspace.

MINIMUM QUALIFICATIONS:

Education:-

- At least sixteen years of education (a Master's degree would be a plus) specializing in ICT/Engineering/Computer Science/Information Management or equivalent.
- Experience with any ERP and any module would be given preference.
- Related Certification would be a plus.

Work Experience

- 3+ years of practical relevant experience in a similar role.