

**HIGHER EDUCATION COMMISSION**  
Higher Education Development in Pakistan (HEDP)

**Job Description**  
**ERP System Engineer**

Job Title:	ERP System Engineer
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):	one

**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 ERP and its sustainability, support and maintenance.

**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 System Engineer will be part of the Project Coordination Unit responsible for working with internal and external stakeholders to ensure technical delivery. Should have experience in IT management systems, and good understanding of ERP and its different modules.

### Job Responsibilities:

- Review the available solution and understand existing modules and their requirement in terms of hardware, software, and licensing.
- Review the project plans, map them with existing and verify the hardware, software and licensing agreements.
- Work with the internal and external stakeholders to manage the technical side of the project
- Review and verify the deliverables as per design
- Setup the analytic and report around the performance and utilization
- Work with NOC to setup points of monitoring and alerting for the system
- Assist internal IT staff to develop processes again each module that are needed for operational handover.
- Develop custom user manuals and support end users

### Key Skills and Competencies:

- Hands-on experience in databases, Application configuring, and troubleshooting.
- Familiarity with any ERP solution would be a plus
- Experience with enterprise-level IT system(s) would be nice
- Experience with middleware and/or Application Programming Interfaces (APIs) would be nice
- Excellent communication and organizational skills, and the ability to stay focused on completing tasks and meeting goals within a busy workspace.

## MINIMUM QUALIFICATIONS & EXPERIENCE:

### Education:-

- Technical side past experience in relation to ERP systems would be preferred

- At least sixteen years of education (a Master's degree would be a plus) specializing in ICT/Engineering/Computer Science/Information Management or equivalent.
- Related Certification would be a plus.

#### Work Experience

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