



Function:	Project Manager for the IPSAS Project, providing PeopleSoft Consulting Services, with implementation experience pertaining to the following modules:  General Ledger, nVision, Financial Statements and Reporting Commitment Control, Accounts Payable, Purchasing, Accounts Receivable Inventory and Asset Management EPM  It should also be noted that there is the possibility that this project will be integrated with a PeopleSoft upgrade from version 8.4 to 9.1. The IPSAS Project Manager would not be the PeopleSoft upgrade Project Manager, however would need to manage the IPSAS project with consideration that 9.1 would then be the end environment rather than 8.4 and therefore would need to work in close collaboration with the upgrade Project Manager.
Duration:	22 months during the period from 1 June 2010 thru 31 March 2012.
Duty Station	Budapest, Hungary

The Project Manager will report to both the Chief of Information Technology and the Deputy Control of UNHCR. The Project Manager will be based in the UNHCR Global Service Centre at Ipoly utca 5, 1133 Budapest, Hungary, and will travel frequently to UNHCR Headquarters in Geneva, Switzerland.

The Project Manager will manage, through the Team Leads assigned to each working group, a team of full and part-time persons of approximately 35 people and will also administratively manage the following team members that provide support to all working groups:

- P-4 Sr. Finance Officer (Accounting Expert)
- P-4 Sr. Business Analyst (responsible for Change Management and Communications)
- P-3 Finance Officer
- P-2 Finance Assistant
- FS5 – Finance Assistant

The Project Manager will be expected to:

- Gain an understanding of the PeopleSoft environment at UNHCR and the methods and tools used on the project.
- Gain an understanding of the UNHCR IPSAS business policies, processes, procedures and requirements that have been defined to date.
- Transition all IPSAS Project Management duties from the current Acting Project Manager.
- Produce and maintain an exhaustive plan for all aspects (policy, procedures and systems) impacted by the implementation of IPSAS.
- Develop and implement a decision process and ensure all decisions are properly documented and decisions are made on a timely basis by responsible parties.
- Assess, manage and communicate project risks on an ongoing basis and formulate mitigation strategies.
- Define and communicate process for project changes.
- Establish a recurring schedule for Team Leads, Business Owner and Steering Committee meetings. Facilitate project meetings and ensure minutes are completed to ensure discussion topics and decision factors are captured adequately.
- Provide monthly reporting of project progress to Project Steering Committee and Business Owner Committee.
- Ensure that all relevant project documentation is created and maintained in Livelink (document management system).
- Ensure appropriate change control procedures are adhered to.
- Identify staff resources required to complete the tasks and monitor the work to ensure that tasks are completed on schedule and when required so as not to adversely impact on-time delivery.
- Maintain and monitor the detailed IPSAS project plan; gather regular status reports from Working Group Team Leads and consolidate/roll up individual working group workplans to master project plan

- Monitor status of assigned duties, issues, dependencies and constraints to completion of work; recommend action to be taken
- Support and advise IPSAS Business Owners on IPSAS Project implementation issues; escalate issues and obtain resolution
- Advise on matters pertaining to recommendations of the UN system-wide IPSAS implementation team; report UNHCR IPSAS status to Joint Inspection Unit and UN IPSAS Task Force as required
- Ensure timely completion of IPSAS policies, fit/gap analysis, process maps and business requirements from individual IPSAS working groups
- Perform project staffing duties as vacancies occur and resolve staffing issues as needed; appraise performance of direct reports
- Identify key decision points and obtain approval from relevant parties
- Interface with system design and development counterparts in DIST to implement IT specifications and monitor them during the software development lifecycle
- Ensure preparation of PeopleSoft test scripts for assigned areas
- Assist with the preparation and performance of User Acceptance Testing
- Coordinate the testing effort for the new system developments, until proven satisfactory, and ensure sign off on system testing from appropriate parties
- Ensure completion of user instructions and documentation
- Provide PeopleSoft expertise, advice and assistance to the working groups as needed
- Monitor Change Management, Communication and Training activities related to the IPSAS implementation and assist as needed

#### **Required Qualifications/skills:**

- University degree (post graduate level preferred) in Accounting, Business Administration, Computer Science or equivalent education, knowledge and experience with subject matter courses in Accounting.
- Strong Project Management skills/experience in an international environment.
- Relevant professional experience in Accounting or Financial management.
- Demonstrated ability to communicate project goals and objectives, project status and deliverables with senior executives.
- Minimum of 10 years relevant experience using PeopleSoft and configuration of at least 4 of the following PeopleSoft modules: General Ledger, Accounts Payable, Purchasing, Inventory, Asset Management, Commitment Control, Accounts Receivable.
- Understanding of General Accounting, Accrual Accounting, Capitalization and Depreciation Accounting, Managerial Accounting.
- Previous experience with gathering business requirements, process mapping and performing Fit/Gap analysis for ERP projects.
- Demonstrated ability to articulate project scope, schedule and budget to senior management.
- Experience with process and best practices within finance and accounting functional areas and how to leverage PeopleSoft functionality to support those best practices.
- Previous experience with end-to-end and user acceptance testing of ERP systems.
- Exposure to management and change initiatives in an international, decentralized and/or multinational environment.
- Proven ability to deal with multiple tasks in a courteous and service oriented manner in demanding working conditions that often have short deadlines.
- Strong problem solving and analytical and creative thinking for rapid solution(s) is required. Ability to produce high quality out put with desirable results.
- An outgoing personality and a team player with service oriented attitudes.
- Strive to live up to high ethical and professional standards.
- Excellent knowledge of English (written/oral/comprehension); knowledge of another UN language would be an added advantage.

#### **Desired Qualifications/skills:**

- An internationally recognized accounting designation in financial or management accounting
- An internationally recognized Project Management certification (PMP, PMI, etc.)

- Excellent knowledge of English (written/oral/comprehension) and knowledge of another UN language would be an added advantage.
- Previous background or exposure to audit.
- Knowledge of UN accounting standards and International Public Sector Accounting Standards (IPSAS).