

IO1582 Business Applications Responsible Officer CIO-025

General information

Job category	Standard
Status	Published
Department	CIO/ Central Integration Office
Division	CIO / Project Information System Section/Division

Job description

Main job	Business Administration - Generalist in Business Administration
Title of the position	Business Applications Responsible Officer CIO-025
Job family	Functional Officer - 2
Grade	P3
Direct employment	Not required
Purpose	<p>To be responsible for the coordination and maintenance of ITER Business Applications including the Enterprise Resource Planning (ERP) system, Earned Value management system and other internal business applications (ICP) which aims to support ITER's administrative activities. SAP is the ERP solution used at ITER. To manage the application maintenance service contract and the internal services to support this activity.</p> <p>To coordinate of all contractual aspects relating to this position.</p>
Main duties / Responsibilities	<p>Manages all activities concerning the maintenance of SAP in support of ITER's administrative activities especially in Finance, Procurement and Human Resources;</p> <p>Manages the activities concerning the application for earned value management (Cobra);</p> <p>Manages internal applications concerning administrative services;</p> <p>Maintains a close relationship with end users and those defining business needs and developing functional specifications;</p> <p>Coordinates configuration/customization development activities;</p> <p>Coordinates the creation of technical specifications;</p> <p>Coordinates SAP related help desk, documentation, training and coaching activities;</p> <p>Is responsible for coordinating the development, integration and communication between SAP and the various other data management systems used in ITER (Enovia, Primavera, Doors, SharePoint, ASP.NET systems);</p> <p>Is responsible for supporting security and audits of the SAP and related IT systems;</p> <p>Coordinates ITER's reporting needs concerning business applications (especially SAP) and other related systems;</p> <p>Maintains a close relationship with administration managers, process owners and IT system administration group;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>May be requested to belong to any project team dealing with above activities and perform other duties upon management request;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p>
Measures of effectiveness	<p>Reports to Project Information System Section/Division Head;</p> <p>Acts as an interface between IT and other groups at ITER especially groups using SAP, Cobra and other business applications;</p> <p>In response to requests from the Director-General and/or Central Integration Office (CIO) Head, or proactively, informs the DG/ CIO Head of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives.</p> <p>Satisfaction of users by supporting efficiently the development and implements effective ITER's business solutions/systems concerning ITER business applications (including SAP) and other supporting systems;</p> <p>Coordinates effectively the maintenance and updating of ITER business systems;</p> <p>Ensures an effective SAP integration with other data management systems.</p>

ID SAP: 50000954

Project Construction Phase

Applicant criteria

Level of study	At least Master's Degree or equivalent
Diploma	Information Technology field or other
Level of experience	At least 8 years
Technical experience/knowledge	<p>Knowledge of Business Warehouse (BW) and SAP web portal; Knowledge of customization methods in SAP; Knowledge of BizTalk, Structured Query Language (SQL) reporting server would be an advantage; Knowledge of Product Lifecycle Management (PLM), project management software and connectivity to SAP would be an advantage; Knowledge of Cobra would be an advantage; Knowledge of Microsoft server environment would be an advantage.</p> <p>At least 8 years' experience in the implementation of large business applications; Extensive experience in the areas of SAP modules in Finance, Procurement and HR; Experience managing external contracts in an international scientific or engineering context would be an advantage; Experience in Service Delivery; Project Management experience is required; a certification in Prince II would be an advantage.</p>
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
Languages	English (Fluent)
Specific skills	MS Office professional (Access, Project, Publisher, Visio), MS Office standard (Word, Excel, PowerPoint, Outlook), Sharepoint