



VACANCY ANNOUNCEMENT

Applications Management Job Trainee (Temporary Assignment, 11 months)

Bioversity International is a global research-for-development organization. Our vision is that agricultural biodiversity nourishes people and sustains the planet.

We deliver scientific evidence, management practices and policy options to use and safeguard agricultural biodiversity to attain sustainable global food and nutrition security. We work with partners in low-income countries in different regions where agricultural biodiversity can contribute to improved nutrition, resilience, productivity and climate change adaptation.

Bioversity International is a member of the CGIAR Consortium – a global research partnership for a food secure future.

For further information on Bioversity International, consult our Web page at:

www.bioversityinternational.org

Role

Based in Maccarese, Rome, and under the general guidance and supervision of the Applications Management Specialist, the incumbent will support the work of the Applications Management Unit, with a focus on supporting the Enterprise Resource Planning (ERP) development and support life cycle for the One Corporate System (OCS).

Main Responsibilities

The incumbent will specifically perform the tasks listed below.

ERP:

- Assist in consolidating the ERP Intranet documentation;
- Contribute to develop and maintain OCS documentation such as guidelines, training material, implementation details, business processes, user manuals and solution design documents;
- Assist with documenting changes to ERP;
- Assist in managing the Production change log; maintenance of user profiles and access rights; localization of the ERP for Bioversity' needs;
- Assist in the activities required to migrate data;
- Assist in providing end-user support through the use of a ticketing system;
- Assist in designing and developing new OCS modules;
- Support simple existing ERP processes;
- Assist in testing activities and provide input to solve possible issues;
- Perform ad-hoc queries on Bioversity's current systems;
- Contribute to the data entry and/or data transformation activities required to migrate information from the current to the target automated environments;

Application Development:

- Contribute to the maintenance and support of Bioversity current information systems;
- Perform 1st level support to applications developed by Bioversity;
- Assist in tracking tickets interacting with customers and documenting fixes;
- Assist in managing applications user and system documentation.

Qualifications and competencies

Essential qualifications & competencies

- University degree in Computer Science or equivalent.
- Basic experience in software development.
- Good knowledge of the English language, both written and spoken.
- Good interpersonal, communications and teamwork skills; courtesy and tact, and the ability to establish and maintain effective working relationships with people of different cultural and national backgrounds.
- Good analytical and synthesizing skills.
- Good time management skills and attention to details.
- Good skills in personal organization and priority setting.
- Good client orientation and service approach.

Desirable qualifications and competencies

- Previous experience in business analysis or/and ERP development and support.
- Work experience in an international environment.
- Knowledge of a second language.

Terms and conditions: This is a job traineeship and the monthly salary is Euro 1,019.08. The contract will be for a period of eleven months.

Applications: Please apply online through Bioversity Job Opportunities web page (<http://www.bioversityinternational.org/jobs/>) by clicking the "Apply" button, completing the online application and attaching the required information, no later than **25 May 2016**. Please note that in the application you are required to provide the contact details (address, telephone number and e-mail address) of at least three referees, which Bioversity will contact for short listed applicants.

Bioversity is an equal opportunity employer and strives for staff diversity.