

**PERFORMANCE**  
**CONSULTANT SA**

Conseil en ressources humaines

## Associate Specialist, Knowledge Management

### Our client:

An international health organisation based in Geneva

### Role & Responsibilities:

Reporting to the Manager, Secretariat Financial Process Optimization, the Associate Specialist Knowledge Management will support the promotion of operational excellence and quality assurance in defining financial business processes in accordance with the Committee of Sponsoring Organization (COSO) framework adopted by the International Organisation. The position will support and coordinate the monitoring of the IO key operational business processes (financial aspects of grant management) and will engage with other business partners in collecting process requirements across the different functions of Finance and Grant Management.

- Support the identification of financial business process improvements to operational Grant Management processes in collaboration with the relevant stakeholders within Finance and Grant
- Support the business process expert (Specialist, Knowledge Management) to analyse the impact of functional changes and guidance from Divisions on existing processes and the need for new process
- Design the “business mock-up” of cost-effective solutions and reporting templates to improve the data for impact, absorption value-for-money and other trend analysis for grant implementers, while balancing the functional needs within the Secretariat and the capacity and/or operational burden of requesting any information from in country
- Collaborate with business owners and the operational efficiency team to optimise the efficiency and effectiveness of the business processes and procedures ensuring operational excellence in the quality of critical business
- Support the development and maintenance of the IO Budgeting guidelines and Financial Management Handbook (manual) for grant implementers, setting out the minimum and “best-practice” standards for Budget & Financial Management in grant implementation.
- Support the management of stakeholder consultations (Country Teams, Principal Recipients, Local Fund Agents, Corporate services of INGO and UN Agency implementers, strategic partners) and input on the review and new requirements, guidelines and manuals, considering any political and sensitive aspects associated with the relevant
- Support the development and maintenance of a Finance document repository (FAQs, guidelines, etc.) to facilitate knowledge sharing
- Support the development of training materials and deliver trainings to internal staffs (including new employees) and external stakeholders on business processes
- Provide accurate and timely information to support queries from auditors and other stakeholders relating Business processes.
- Support closely the roll-out of system and process improvements for grant implementers as part of the strategic HSS objective to strengthen in-country financial management capacity and other related

### Profile:

- Degree in Finance or Economics
- **Minimum 6 years demonstrated professional experience** in a business process re-engineering with strong focus on internal control and exception management
- Experience in supporting the implementation and roll-out of reputable financial transformations (systems including ERP and corporate planning platforms) and the associated business process management
- Experience of using plug-in and other analytical reporting
- Experience on the implementation of operational business applications (salesforces, .NET tools ...) to support efficient business processes

**Contract type:** Temporary mission - 2 months (until end of october 2023)

**Rate of activity:** 100%

**Starting date:** ASAP

**We guarantee you to handle your application in total confidentiality**

Consultant responsable du mandat : Mouhssine Moudrik  
Ref : MM53007075