

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Associate Specialist, Transactional Systems (M/F)

Our client:

An international Health NGO based in Geneva.

Role & Responsibilities:

Transactional systems and tools

- Act as an expert on the current system processes for all internal and external stakeholders
- Implementing the operational activities to ensure the transaction systems and tools run as expected at the defined service level including onboarding of Procurement Service Agents (PSA)/partners and staff, Level 1 support, and training. Level 2 support is managed for all users, as well as the functional expansion of the platform, fulfilling business needs and meeting corporate priorities.
- Monitor different transactions in order to flag either system or user errors
- Supporting the Lead, Tools and Operations to define the business requirements with
- Be responsible for overseeing system upgrades and the testing required to check the success of those upgrades.
- Provide inputs and support IT reviews of IT-related supplier performance monitoring and performance review

Coordination with internal and external stakeholders

- Support alignment on relevant activities across all Supply Operations Teams
- Interface with other Global Fund teams and other stakeholders on risks and learnings
- Identifies opportunities and needs of support from other internal functions or with external partners

Profile:

- Degree in a relevant field from an accredited university
- Working experience in a technology delivery environment and/or continuous improvement initiative
- Working knowledge & understanding of project management principles and application in a complex environment
- Working experience in procurement processes
- Experience of finance controls and grant management
- An excellent knowledge of English and preferably a good working knowledge of French, other languages would be an asset

Required skills:

- Communication Skills
- Organization, attention to Detail and Precision
- Problem-Solving and analytical Thinking
- Collaboration and Teamwork
- Adaptability

Contract type:

Temporary - 6 months contract

Rate of activity:

100%

Starting date:

As soon as possible

We guarantee you to handle your application in total confidentiality.

Consultant responsable du mandat : Mouhssine Moudrik
Ref : JD528827184