



VACANCY ANNOUNCEMENT

The Global Crop Diversity Trust is an international organization with Headquarters in Bonn, Germany whose mission is to ensure the conservation and availability of crop diversity for food security worldwide. For further information about the Global Crop Diversity Trust, consult the web page at <http://croptrust.org>

The Global Crop Diversity Trust is seeking candidates for the position of:

ICT Project Manager

Reporting to the Head of HR and Corporate Operations, the ICT Project Manager will perform the following tasks in accordance with a Digital Workplace Three-Year Roadmap:

Data Management, Content Management and ERP systems

Project planning and management:

- Develop and manage project plans; Monitor and review the project progress, timelines, scope and financials; Adjust schedules and plans as needed to ensure project success;
- Act as the focal point and communicate with all project beneficiaries to identify gaps and recommend business process improvements and solutions and direct them to the project implementation partners as required;
- Conduct and collect semi-annual surveys, and facilitate user feedbacks on system updates and customizations through dedicated workshop sessions;
- Evaluate, prioritize and manage the implementation of enhancements in consultation with the ICT Roadmap Committee and based on the feedback gathered from staff;
- Develop performance indicators across key activities to measure the project success and the overall performance of implemented systems and report them to the management and staff members on a regular basis;
- Manage the creation and monitoring of project deliverables, as needed;
- Ensure that backup and disaster recovery plans are in place;
- Plan and manage the migration of data and content from legacy systems;

Project implementation:

- Manage day-to-day execution of project implementations and track implementation partner activities, documentation and status updates for the project;
- Manage vendor licenses and implementation partner contracts;
- Identify and resolve issues continuously to ensure project success;
- Adopt and implement a standardized and automated System Development Lifecycle methodology for Agile Development, Continuous Documentation, Change Management, Release Management, Risk and Impact Analysis, Master Data Controls, Compliance Auditing in accordance with internal guidelines in order to facilitate full transparency and visibility;
- Improve user experience, including by carrying out trainings and providing technical support and assistance, developing and maintaining user manuals;
- Implement end-to-end system to streamline performance reporting, visualize progress against targets, collaborate with grantees with a view to manage reports related to programs and projects



- Design, develop, test, release, and maintain base installations, configurations, customizations, security setups of the IT systems concerned;
- Perform declarative development and enhancement of the workflows;
- Ensure through close monitoring that the security model and user access rights are always in accordance with the “Principle of Least Privilege”;
- Perform and verify the migration of content from legacy file storages.

Corporate ICT

- As required, act as first level supervisor for other staff working in IT;
- Develop and maintain strategies for the Crop Trust’s information systems;
- Ensure smooth operation of the ICT systems and infrastructure;
- Review and regularly update the “ICT Policies and Procedures Manual” and procedures for “Backup and Disaster Recovery Plan”;
- Oversee the implementation of Backup and Disaster Recovery verifications, and ICT strategies;
- Oversee work outsourced to vendors for equipment and service relating to ICT;
- As a budget holder, plan, manage and monitor the ICT budget allocations in line with organizational demands;
- Detect and present ICT issues, advices and recommendations on emerging ICT trends to the management;
- Provide emergency cover for the IT systems as required;
- Perform any other duties as required.

Qualifications, Skills and Experience

Education:

- Master’s degree in computer sciences, information technology or related fields.

Experience:

- 5 years of relevant and progressive professional experience in maintenance and managing IT systems
- IT Project Management experience and knowledge of project management tools.
- Demonstrated experience in mapping organizational business processes.
- Proficiency in data management systems, preferably Salesforce.
- Expert knowledge in IT Security standards and network protocols
- Hands-on experience in Linux-based server administration, virtualization, DevOps, software configuration/distribution management and cloud computing
- Affinity with the Crop Trust’s mission
- Strong analytical skills in combination with result driven focus
- Excellent interpersonal and communication skills and ability to interact effectively with colleagues from different cultural backgrounds;
- Dedicated client orientation
- PMP or ITIL certification is a plus

Language requirements:

- Fluency in English required and working knowledge in German would be an asset.



Terms and Conditions: The Crop Trust offers an attractive remuneration package including a competitive salary, non-contributory retirement savings plan, medical insurance and leave provisions. This is a Professional position classified as Level 4, with Level 6 being the highest. The salary range for this Level 4 position starts at Euro 55,000. All benefits are denominated and paid in Euros. Staff of the Crop Trust (including German nationals) are exempt from host country income tax. Relocation costs are covered for candidates residing outside of Bonn/Cologne or surrounding areas. **The contract duration will be for three years** and will be subject to a probationary period of 12 months.

Applications: Interested candidates should submit the following (incomplete applications will not be considered):

1. A letter of motivation (maximum 500 words) indicating how you meet the expected set of skills and competencies for the position and outlining your qualifications and experience
2. *Curriculum Vitae* in English (please include your current residence address, telephone number, and email address, date of birth, gender and nationality)
3. Names and full contact details of at least three referees.

The above items should be sent to: Christoph Beck, Head of HR & Corporate Operations, Global Crop Diversity Trust, preferably by email at trustvacancy@croptrust.org

Deadline for applications is 19 April 2019.

Alternatively, applications can be sent by mail to the following address: Global Crop Diversity Trust, Platz der Vereinten Nationen 7, Bonn, Germany. All mailed applications must be postmarked by the above deadline. *Please quote source of advertisement.*

The Trust is an equal opportunity employer and strives for staff diversity in gender and nationality.

All applications will be acknowledged, but only short-listed candidates will be contacted