

Position Name: Visiting expert (Human Resources Information System)	Employment Regime: Seconded – Visiting Expert	
Ref. Number: IAVE 02	Location: Baghdad, Iraq	Availability: from 01 September 2018 for a duration of 2 months*
Component/Department/Unit: Operations	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

** subject to adoption of new mandate and approval of budget as of 18/10/2018, with a possible extension for up to 3 months.*

1. Reporting Line:

The Visiting Expert (VE) on Human Resources Information System will support the Senior Strategic Advisor on SSR Coordination in advising on the development of a Human Resources Information System in the Ministry of Interior. The visiting expert will report to the Head of Operations.

2. Main Tasks and Responsibilities

- To be responsible for the development of the Human Resources Information System (HRIS) project description in close coordination with the Ministry of Interior and international partners; The project scope will include:
- To conduct the feasibility study including gap analysis and overall approach;
- To establish the needed project resources;
- To define and outline the project requirements – including hardware, software, licensing, training etc.;
- To establish a Vendor analysis;
- To develop an overall project budget;
- To deliver an overall Plan for system changes and process adaptability – “tailoring” of system;
- To provide an overall Implementation plan including stakeholder analysis, risk management and change management approach;

3. Essential Qualifications and Experiences

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; The qualification should be in the field of Human Resources or Information Technology.
- To have a minimum of 6 years of relevant full-time professional experience as HRIS Analyst, HRIS Manager or HRIS Consultant, after having fulfilled the education requirements;

4. Essential Knowledge, Skills and Abilities

- To have a documented HRIS experience at managerial, expert or consultancy level;
- To have documented project management experience;

- To have a good knowledge of spoken and written English at level (C1);

5. Desirable Qualifications and Experiences

- To possess excellent interpersonal skills and ability to communicate internally and to relate with multinational and international organisations as well as international partners;
- To have professional experience in national or international assignments in planning and supporting implementation of HRIS projects;

6. Desirable Knowledge, Skills and Abilities

To have good working knowledge of the political, cultural and security situation of Iraq or other areas within the similar geopolitical region;