SAP Trainer - Europe
Symphony Program

Position: Symphony SAP Trainer
Location: Paris, Barcelona, Geneva, Brussels or Amsterdam
Contract: Fixed term - 18 months - Full time contract
Starting date: As soon as possible
Deadline for applications: 3rd September 2017

I. MSF INTERNATIONAL

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF offers assistance to people based only on need and irrespective of race, religion, gender or political affiliation.

MSF International is the legal entity that binds MSF’s 21 sections, 24 associations and other offices together (the Movement). Based in Geneva, MSF International provides coordination, information and support to the MSF Movement, as well as implements international projects and initiatives as requested. MSF International also provides administrative support to the MSF Access Campaign.

II. POSITION BACKGROUND

MSF is embarking on a global HRIS project of design, development and integration of HR systems and processes across 24 MSF recruitment offices. In the preliminary phase of the project, a feasibility study was carried out, functional and technical requirements defined and a HRIS solution identified. The project is now entering the implementation phase aiming at realizing the solution with SAP HCM / e rec and deploying it in the MSF offices and is enlarging the project team to carry out this international project.

The SAP Trainer will be part of a collaborative team, based in diverse MSF offices in the world, and will be working in a cross-cultural environment.

III. PLACE IN THE ORGANISATION

Inside the MSF International Office the SAP Trainer will be a member of the Symphony Program Team and will report directly to the Training Manager. S/he will need to actively interact with MSF end users and managers in all MSF sections.

IV. OBJECTIVES OF THE POSITION

Being a key member of our Symphony project team, the SAP Trainer will focus on delivering, in a structured way, SAP/HR training to staff in all MSF sections.
Main Responsibilities:
The main objective of SAP/HR trainer is to enable the end users to adopt the new SAP/HR system through the:

- Development of training documentation, visual aids, and other educational materials.
- Adaptation of the training materials to sessions of varying lengths and audiences of various sizes and that possess varying skill sets.
- Development of an assessment process to measure training manager needs / results pre and post training delivery.
- Delivery of customized training courses to end users
- Assurance of adherence to standards, templates and documentation set for training materials
- Connection and detection of training needs/gaps to new developments or improvements on the Global/Local HR processes in scope for Symphony program within MSF
- Participates in meetings or workshops and communicates confidently in front of an audience

V. PROFILE REQUIREMENTS

Qualifications and work experience
- Proven experience on a similar training position for at least 2-3 years
- Degree-level qualification or equivalent in a relevant discipline
- A training qualification and evidence of SAP Solutions qualifications is highly desired
- Train the trainer or other training delivery related qualification
- Working experience in a Global HR-IT Global Program
- Experience of training/testing applications and tools (TTS)
- Experience in all the steps within the Training Cycle, from training needs assessment and training planning for technical training delivery, to post-training evaluation/assessments
- Competent in all Microsoft office products
- Speaks and writes coherently and fluent in English

Other requirements
- A good knowledge of MSF HR working environment would be a plus
- Understanding of end to end Human Resources processes in a decentralized government environment
- Understanding of software development cycle and deployment of a global ERP system
- Excellent explanation and communication skills
- Ability to work with a large variety of people, working at various organisation levels and across different time zones (APAC, EMEA, AMERICAS)
- Ability to work in a collaborative team and support/provide input to the rest of Functional Team teams members (testing and functional support) from a service oriented attitude
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Candidates must have the right to work in Switzerland or in Europe.

Please submit all applications **only by email** to:

IO-recruitment.gva@msf.org stating “**SAP Trainer-Europe**” in the title.

Please submit **only one file** containing your **CV and cover letter** and name the file with your family name.

- Only short-listed candidates will be contacted -