



## IT Project Manager - ERP

Vital Strategies

Vital Strategies, based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle-income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at [www.vitalstrategies.org](http://www.vitalstrategies.org) to find out more about our work.

### The Position

Vital Strategies is seeking qualified candidates for the position of **IT Project Manager - ERP** to select, implement and successfully deploy a global ERP system. Under the direction of the Director of Information Technology and the Chief Financial Officer, the ERP Project Manager leads all efforts in supporting and advancing the development of an ERP implementation.

The **IT Project Manager - ERP** will initially focus on defining the need, vision, scope of the project, secure stakeholder buy-in, and identify a strategy to complete the work (including identification of resources). The position will work closely with Sr. Staff at Vital Strategies to map existing finance, payroll, travel and human resources processes and identify ways in which the system could streamline staff work and with the ERP vendor to identify system opportunities to improve processes.

This **IT Project Manager - ERP** position is anticipated to be needed for up to two years, and the responsibilities include:

### Specific Duties and Responsibilities:

- Coordinates project tasks with designated project team
- Directs the project according to schedules and budgets
- Helps determine resource requirements
- Facilitates issue resolution and keeps the project moving within defined plan parameters
- Keeps the project plan current and communicates with upper management
- Provides strategic, expert advice and consultation on the design and implementation of effective administrative and business processes, that include process analysis, redesign, re-engineering, and organizational effectiveness
- Ensure completion of deliverable
- Adherence to timelines
- Track milestones and timelines across projects and institute necessary work flow, personnel and financial resource allocations
- Making alterations when necessary to meet expectations of clients

- Analyze and resolve issues that have the potential to jeopardize performance and/or ability to meet agreed upon deliverable
- Timely communication of project status to both clients and executive management
- Manage against a tight budget and limited resources
- Demonstrates effective consensus-building and coaching skills.
- Communicates effectively with Project Staff and Stakeholders.
- Making alterations when necessary to meet expectations of clients
- Analyze and resolve issues that have the potential to jeopardize performance and/or ability to meet agreed upon deliverable

Timely communication of project status to CFO and executive management

### **Qualifications and skill set:**

- Bachelor's degree in the field of project management, computer science or related field.
- 5 years of experience managing complex ERP projects in a mid-market environment
- Strong project management background, proven success in delivering projects on time, on budget and in scope
- Experience with ERP implementations
- Successful track record of delivering on agreed upon business objectives and performance on key metrics.
- Ability to effectively document business and technical designs
- Personal responsibility and accountability
- Excellent analytic and problem-solving skills
- Excellent verbal and written communication skills, including presentation skills
- Ability to operate effectively in a team environment with both technical and non- technical team members Ability to maintain professional demeanor under stress

### **How to apply**

Please send CV and a cover letter, including salary expectations, to [hr@vitalstrategies.org](mailto:hr@vitalstrategies.org). Applications will be accepted until the position is filled.

Vital Strategies offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where Vital Strategies pays generously towards the cost of these benefits for employees and their families/domestic partner; 15 paid vacation days (rising to 20 paid vacation days from fourth year of service and 25 from seventh year onwards), 13 paid federal holidays and paid days off between the Christmas and New Year's holidays; paid sick days; retirement savings plan; commuter benefits and basic life and personal accident insurance.