Job Description

Organizational Context

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Project Manager for ERP system</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting To</td>
<td>Information Technology Director</td>
</tr>
<tr>
<td>Department</td>
<td>Information Technology Department</td>
</tr>
</tbody>
</table>

Job Content

1. Function

To manage the new ERP system which University is going to acquire. The ERP Project Manager will be engaged in the complete ERP cycle that is from acquisition to go-live.

2. Duties and Responsibilities

1. Responsible for evaluating all ERP system proposals.
2. Evaluates and recommends changes in ERP system by identifying the gaps in the current environment.
3. Responsible for negotiating the proposals with vendors.
4. Responsible for preparing the contract and required documents.
5. ERP project manager should have the ability to solve complex problems which arise in the project and responsible for the outcome and finish the project with great quality and on time.
6. Understanding client requirements and ERP project manager has the responsibility to design a comprehensive strategy for achieving successful outcome of the project.
7. Responsible for looking at the vendors Hardware and software requirements for ERP and to make sure it is in place.
8. Responsible for developing a good relationship with the respective clients, get inputs from the client and communicate to the team members of the project.
9. End to End management and co-ordination of the project and responsible for the successful completion of the project.
10. Frequently reporting about the project to the Steering Committee on exactly about the progress of project.
11. Arrange all the facilities to the team who are working on the project, provide training, support and extract the best out of the team.
12. Responsible to communicate with current ERP vendors to facilitate data migration and make sure and test this is done properly.
13. Design schedule for the project, and set time line for each member of the team and delegate specific task to each members of the project.
14. Responsible for the timely completion and ERP project manager has the responsibility to complete the project within the stipulated budget.
15. Responsibility to make sure the ERP is implementing all scopes based on RFP.
16. Predict risk factors and eliminate it for the successful completion of the project.
17. Any other related duties assigned by line manager.

<table>
<thead>
<tr>
<th>Qualification, Experiences and Skills</th>
</tr>
</thead>
</table>
| **Qualification**                     | • Bachelor Degree in Computer Science with minimum 10 years.  
                                         • Project Management Professional PMP (preferred). |
| **Experience**                        | Minimum 10 years’ experience in the similar field. |
| **Knowledge & Skills**                | • Experience in minimum one complete life cycle of ERP implementation.  
                                         • Experience negotiating and managing software and services contracts.  
                                         • Good presentation, verbal and written communication skills with the ability to articulate complex ideas in easy to understand business terms to all levels of management including senior leaders  
                                         • Experience in following functional areas of the ERP: Financial Management, Student information system, Purchasing, HR/Payroll etc. |