

American India Foundation (AIF) Business Process Analyst (IT)

Role- Business Process Analyst (IT)

Program – Enterprise Resource Planning (ERP)

Location: Gurgaon /Delhi

Nature of Employment: Consultancy Contract

Background:

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted **6.7 million** lives across **26 states** of India. Learn more at www.AIF.org

About the ERP

AIF is set to put in place an organization wide ERP system that will serve as an integrated technology platform and suite of curated applications. ERP system will integrate all the programs and support functions into one integrated platform. This will enable an efficient interface between functions and programs and hence enhanced productivity and innovations.

Key Responsibilities:

The responsibilities include, but are not limited to:

- Gathering list of requirements from various stakeholders
- Develop ToR, facilitate shortlisting, and selection of vendor
- Assisting in resource-planning and strive to ensure that the company's software runs as efficiently as possible.
- Identifying the strength and weaknesses of an ERP product and provide suggestions to improve.
- Identification of customizations required based on the needs of various departments in the organization and implementing them
- Preparation of the road map for the project and timely follow-up with the Stakeholders
- Implement and support ERP systems
- Document the state of ERP configuration.
- Assist technical teams with change management and technical skills.
- Write design specifications and estimates for programs, based on requirements.
- Participate in decision-making to optimize and improve technology management.
- Participate in monthly review meetings
- Ensure to value the organizational ethics and culture.
- Monitoring and testing the ERP developed, give feedback to the agency
- Any other work as assigned by the line Manager

Qualifications and Experience:

The ideal candidate should have 5+years of experience in handling, evaluation and implementation of ERP

Skills and Competencies:

- Experience of Software development and testing
- Hands-on ERP development tools: SAP S/4HANA, Oracle ERP, Intuit, Dynamics, etc.
- Technical and coding skills: PL/SQL, Oracle Forms, ABAP, etc.
- Experience of working in a social development sector would be an added advantage
- Strong analytical skills
- Good communication skills both written and verbal
- Business process analysis
- Big Data and data management expertise
- Financial or Accounting knowledge (a plus)
- Good collaborative, liaising and relationship management skills
- Ability to support staff from a distance
- Problem solving skills

Reporting: The position will report to Director- Learning, Evaluation and Impact

Other: Salary commensurate with experience. Initial contract shall be issued till March 31, 2021. It will be renewed on the basis of performance.

Position Availability: Immediately

Application Process: To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it to indiarecruitments@aif.org with subject line “**Business Process Analyst (IT)**”

Deadline for applications: **28th December 2020**

Only applications of short listed candidates will be acknowledged.