

SAP HR/HCM – TESTING OFFICER

Symphony Program

Location:	MSF Operational Centre – Barcelona or Paris
Contract:	Fixed-term, full-time
Duration:	12 months, renewable
Starting date:	As soon as possible
Deadline for applications:	13 th September

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 in the implementation phase aiming at realizing the solution with SAP HR /HCM and deploying it in the MSF offices and is enlarging the project team to carry out this international project.

The SAP HR /HCM –Testing Officer will be in charge of implementing test activities for the global template.

III. PLACE IN THE ORGANISATION

Inside the MSF International Office s/he will be a member of the Symphony Program Team. S/he will be based in Barcelona or Paris and s/he will report to the Symphony Testing Supervisor.

IV. KEY AREAS OF RESPONSIBILITY

- Developing test scenarios and execute the testing.
- Contributes to Rollout Testing Activities

- Test new releases to the global template, bug fixes ticketed globally and locally, and other elements of the global template in Quality
- Support and oversee validation of Global template functionalities with Subject Matter Experts following successful completion of functional testing.
- Knowledge Transfer functionalities to Subject Matter Experts for validation and to the rest of the Symphony Functional Team.
- Assist with the functional review of training materials.
- Under the supervision of the Testing & Release Supervisor, initiates transports to production process.
- Collaboration with Functional Analyst team.
- Maintain strong collaboration and still a respectful divide between issues of global ownership (test and release team) and local ownership (implementation team)
- Run, set agenda for, and follow-up minutes of biweekly ticket meetings with NGA, Functional, Implementation, and Technical team members.
- Collaborate with Process Owners and IOHR members on open questions and potential gaps in the tool.
- Implements maintenance of Testing Team SharePoint, including ongoing reorganization efforts. Communicate to other members of the Symphony Global Team and IHR regarding captured defects and resolutions in the tool.
- Provide functional support and knowledge to members of IOHR team
- Frequent collaboration and assistance in the maintenance of the business relationship with service provider.
- Open tickets in SNOW for functional and SME teams.
- Oversee tracker of testing to-do items, and represent it to the Functional and IOHR teams.
- Work in close collaboration with the other teams of the Functional stream: Process Owner to align the processes with the functionality, Training team to provide the necessary information needed for them to elaborate the global training material, and Implementation Manager to share information in both directions and make sure that the functionality implemented locally is not affecting the global template and global functionality is implemented correctly
- Work in close collaboration with the Technical Stream to ensure all data needed for test are correctly migrated into the system.
- Running tests on the Symphony tool for testing team
- Functional review of training documentation to ensure they are correct and complete.

V. REQUIREMENTS

Qualifications and work experience

- Minimum of 2 years of technical experience in SAP HCM essential
- Experience in developing test scenarios and testing IT Solutions highly desirable
- Experience in international projects desirable
- Knowledge of the e-Rec module essential
- Knowledge of OM and PA modules essential
- Proven track record in similar roles
- Experience with testing in complex environment (SIT/UAT) desirable
- Experience with global HR business processes and requirements,
- Competent in Microsoft office suite
- Strong written and verbal communication in English

- MSF experience is an asset
- Knowledge of TTS is an additional asset. Knowledge of SAP Global Employee solution is an asset
- Knowledge of TM (Time Management) and PY (Payroll) modules is an asset

Specific requirements

- Genuine interest in understanding of, and commitment to the humanitarian principles and challenges of MSF.
- Teamwork & collaboration, ideally with experience in decentralised teams
- Quick adaptability to complex structures,
- Problem Solving and Decision Making
- Results & Quality orientation
- Ability to manage stress and deal with challenging deadlines
- Analytical and problem solving skills
- Willingness to travel (30%) to meet MSF needs.

Candidates must already have the right to work in Europe or hold a European passport.

[Apply here](#)

Only shortlisted candidates will be contacted

MSF is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals with disabilities are equally encouraged to apply.