Terms of Reference (ToR)

Title: Enterprise Resource Planning (ERP) Developer

Division/Unit: ERP Unit, Administration and Finance

Background

The [International Centre for Integrated Mountain Development (ICIMOD)](#) seeks to enable sustainable and resilient mountain development for improved and equitable livelihoods through knowledge generation and regional cooperation.

ICIMOD is a regional intergovernmental learning and knowledge-sharing centre serving the eight regional member countries of the [Hindu Kush Himalaya (HKH)](#) – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Working in partnership with regional and international organizations, ICIMOD aims to influence policy and practices to meet environmental and livelihood challenges emerging in the HKH. ICIMOD provides a platform for researchers, practitioners, and policy makers from the region and around the globe to generate and share knowledge, support evidence-based decision making, and encourage regional cooperation.

ICIMOD works through its six [Regional Programmes](#): 1) Adaptation and Resilience Building, 2) Transboundary Landscapes, 3) River Basins and Cryosphere, 4) Atmosphere, 5) Mountain Environment Regional Information System, and 6) Mountain Knowledge and Action Networks. These regional programmes are supported by four [Thematic Areas](#) – Livelihoods, Ecosystem Services, Water and Air, and Geospatial Solutions – and underpinned by the Knowledge Management and Communication Unit. ICIMOD seeks to contribute to reducing poverty and vulnerability and improving the lives and livelihoods of mountain women, men and children, now and in the future.

In order to increase the organization's efficiency and transparency, ICIMOD has implemented Microsoft Dynamics NAV as a fully functional enterprise resource planning (ERP) platform. ICIMOD is looking for a candidate with a sound knowledge of Microsoft Dynamics NAV to support the coordination of development processes.

Duties and responsibilities

Under the overall guidance of the Director of Administration and Finance and the direct supervision of the ERP Unit Head, the ERP Developer will be responsible for the following:

- Designing and developing new modules in Microsoft Dynamics NAV
- Developing new reports and customizing existing reports
- Analysing technical requirements and writing technical specifications
- Supporting, maintaining, and enhancing existing applications
- Conducting unit and integration testing of design changes

- Contributing to planning and coordinating activities within the team

- Ensuring change requests/bugs are properly logged and responded to in a timely manner and according to standards and procedures

Minimum requirements

- Master's degree in engineering/CS/computer applications

- Minimum of four years of technical experience in Microsoft Dynamics NAV (newer versions such as Business Central preferred)

- Experience in third-party integration and Microsoft SQL Server

- Good working knowledge of financial management, purchase and sales, and fixed assets

- Experience with full multiple life cycles of project implementation and support

- Microsoft Dynamics NAV certification

- Strong C/SIDE experience and good knowledge in Microsoft SQL Server

- Experience with installation of Microsoft Dynamics NAV and SQL Server

- Ability to perform customizations and development with the Navision Source code

- Client orientation and ability to work in a multi-cultural environment

Competencies

- **Teamwork and cooperation:** Solicits ideas and opinions to help form specific plans and take decisions cohesively

- **Result orientation:** Takes responsibility for fulfilling challenging goals set in line with organizational processes

- **Cross cultural impact:** Adapts to various customs and practices

- **Analytical thinking:** Uses logical thinking to solve problems, develop plans, and contribute to the decision-making process while taking different viewpoints into account.

- **Impactful communication:** Is a good communicator and listener, able to convey thoughts and ideas in a clearly and concisely manner

- **Behavioural flexibility and managing change:** Adapts to change and adjusts to new circumstances while helping others do the same

- **Developing others:** Supports learning culture and provides feedback on the performance of others, including adherence to protocol

- **Continuous improvement and innovation:** Seeks to improve work processes by implementing new practices and technologies

Duty station

The duty station is Kathmandu.

Duration

Two years, with a probation period of six months, with a possibility of extension subject to performance and ICIMOD's future funding levels.

Starting date
As early as possible.

Remuneration

Salaries and benefits of ICIMOD are competitive compared with other regional organizations; remuneration is commensurate with experience and qualifications.

Gender and equity policy

Qualified and eligible women candidates and those from disadvantaged backgrounds are highly encouraged to apply. ICIMOD upholds a gender equity policy and is supportive of women professionals. It operates a day-care centre at the campus and is committed to the integration of gender equity at organizational and programmatic levels.

Method of application

Applicants are requested to apply online **October 14, 2019** through ICIMOD's Online Application System.

Only shortlisted candidates will be notified.