



IS Projects Department Manager F/M

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization created in 1971 that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF is one of the largest independent medical humanitarian organizations in the world, with projects located in 65 countries worldwide. Its work is based on the humanitarian principles of medical ethics; the goal of MSF is to provide emergency care and to offer assistance to people based only on need and irrespective of race, religion, gender or political affiliation. The French section is present in around thirty countries.

In the context of a replacement, we are looking for a IS Projects Department Manager.

Mission

As part of the Information Systems Department, reporting to the Information Systems Director, you will be responsible for the Projects Department. You will help to define IT strategy and translate it into policy for your department.

You will lead, coordinate and manage a team to achieve the objectives set.

You will develop and manage IS projects and ensure compliance with IS quality assurance and security procedures and methods.

Main responsibilities :

Participate in defining SI-ICT strategy and policy:

- Helping to implement the association's IS strategy in line with the area managed
- Determining the priority projects based on this IS strategy and in line with the association's main orientations
- Help define the IS policy for the area concerned

Hierarchical management of the team responsible for IS-ICT projects:

- Recruit, manage, advise, support, motivate and unite your teams and develop the skills of your employees
- Defines, allocates and monitors the volume and timing of workload, based on forecasts of changes in the number of staff and skills in the department
- Define and evaluate objectives and resources (human, technical, financial, etc.)
- Analyzing and proposing solutions for continuous improvement of the department's productivity
- Sharing information and knowledge, developing the ability to work with other departments as part of cross-functional project management

Define and deploy the project and reference framework management methodology:

- Provide a methodological foundation for project management (processes, documents, best practice, etc.),
- Develop methodological practices so that they remain adapted to the requirements of MSF projects
- Communicating and promoting methodologies to business departments

Ensure the management of IS project portfolios:

- Manage a portfolio of projects and ensure overall consistency and supervision
- Ensuring that portfolios are regularly reviewed and prioritized in conjunction with the business divisions and senior management
- Ensuring that impacts are properly orchestrated between projects and in line with the association's strategy and that of other business areas
- Drawing up and monitoring the department's budget (recurrent and project), ensuring compliance with budgetary procedures
- Draw up the workload schedule for project teams and monitor it in conjunction with other IT and business departments
- Orchestrate projects to develop or implement new internal or external processes to meet the Association's identified needs
- Overseeing all aspects of projects (strategic, financial, human resources, legal, organisational, technical, etc.)
- Ensuring compliance with IS quality assurance, urbanisation, architecture and security procedures and methods

Supervision of IT service providers:

- Providing a framework for relationships and contracts with service providers and ensuring that they are respected
- To be responsible for the execution of outsourced services, to supervise the activity of third-party application maintenance providers and to contribute to the updating and monitoring of the various contracts and markets (CCTP

and SLA).

Provide advice and support to other departments:

- Supporting managers in managing their projects and making decisions
- Defining and ensuring the application of IS procedures and best practice
- Supporting business lines in mapping their processes

Maintain a technology watch:

- Keeping a technology watch to ensure that IS resources are in line with MSF France's needs
- As part of the sharing of good practice, develop work with counterparts in other MSF sections

Professional skills

- Excellent command of all aspects of project management
- Management skills
- Very good knowledge of project portfolio management principles
- Very good knowledge of IT techniques, IS security and infrastructures
- Very good knowledge of budget preparation (capex, opex, fixed assets, depreciation)
- Knowledge of IS urbanisation and architecture processes
- **HR tools** : Knowledge of standard HR tools
- **Office tools** : MS Office, Ms Project
- **Development language** : VBA, SQL, etc.

Required qualities

Profile :

Education/Experience :

- 3rd cycle (Engineering school, master's degree in HR Information Systems, 5 years' higher education in IT or IS, etc.)
- At least 5 years' experience in the IS field with experience in team management is required . Experience in an association environment is an advantage. Experience with MSF is a real plus.

Requirements:

- Sense of responsibility, autonomy, rigour
- Strength of conviction, ability to cooperate
- Ability to anticipate, analyse and summarise
- Sense of dialogue and communication, excellent interpersonal skills
- Experience in humanitarian work would be a plus

Languages : Fluent French, English B2/C1

Specifics of the position

Status: Full-time permanent contract. **Executive position based in Paris.**

Conditions: €60,7k gross per year based on 13 months.

Positions to be filled : 04/11/2024

Our wish is to promote inclusion and diversity. We also wish to improve the representation of people with disabilities in our workforce.

Type of Contract : Open-ended contract

Salary (€) : 60,7 K€ brut annuel sur 13 mois

Benefits

- 11€ Luncheon voucher, 60% care of MSF
- 100% Mutual health insurance
- 50% public transportation expenses
- 22 days RWD per year

Deadline for submitting applications : 21/10/2024