Terms of Reference
IT consultant

Background:

Habitat for Humanity International's vision is a world where everyone has a decent place to live. Anchored by the conviction that safe and affordable housing provides a critical foundation for breaking the cycle of poverty, Habitat has helped more than 3 million people construct, rehabilitate or preserve homes since 1976. Habitat also advocates for fair and just housing policies and provides training and access to resources to help more families improve their shelter conditions. As a non-profit Christian ministry, Habitat works in more than 70 countries and welcomes people of all races, religions and nationalities to partner in its mission. For more information, please visit https://www.habitat.org/emea.

Habitat for Humanity Area Office for Europe, Middle East and Africa with location in Bratislava is looking for a Consultant to support the Finance and IT department with maintaining and developing Excel templates and databases used by the Area Office and National Offices of HFH.

Consultants' Responsibilities/Duties:

The main responsibilities would be to support the relevant managers within EMEA with maintenance and development of existing IT tools:

- Financial reporting tool in collaboration with Infor Q&A specialist (Finance): the consultant develops/maintains/supports a custom excel & VBA tool and XML based dynamic ribbon with SUN database source enabling the integrating with Q&A and the end user to export reports, customize reports, filter, change settings, etc.
- Quarterly Finance reporting template (Finance): develops/maintains/supports excel & VBA Financial reporting tool consists of various reporting finance and budget templates with export to SUN database on quarterly basis, the template includes a range of data validation checks and internal reports developed using macros
- Compensation forecasting and allocation tools (HR/Finance) - develops/maintains/supports excel & VBA based tool on monthly basis, importing excel data sources from payroll company, INTEA and a time allocation tool, creates prediction scenarios and exports reports
- Projects and donors reporting analysis (Program) - develops/maintains/supports MS Access information system (VBA, GUI, user permissions) with local and SharePoint databases, runs routine and creates ad-hoc SQL queries, imports FX rates, salaries and HR data on monthly basis and exports detailed relations between projects, donors, employees, Employees Time allocation on projects, agile process development
- Ad-hoc support with IT related issues upon agreement - custom automations, agile VBA & VBscript development and API automation, routine work automation, process optimization and reverse engineering

There may be additional new projects as agreed by both parties based on a project plan and estimated costs. The overall management of the consultant and approving of new projects lies with the Financial Reporting and Information Systems Manager.

Main deliverables:
- The functionality of the existing tools as described above is continuously maintained
- Updates as and when indicated by HFH staff are implemented
- Periodic (monthly, quarterly) tasks related to information processing within the tools is performed effectively and an timely
- Any updates or changes are implemented efficiently and effectively
- Any new projects/tools are implemented effectively and efficiently

Timeline/level of effort:
- Starting date: 2 January 2019
- Approximately 15 hrs per month

Contractual arrangements:
- Professional Service Agreement for a period of 3 years with a possibility of termination/renewal at 1 months' notice

Location
- Bratislava, Slovakia (possibility of remote work with occasional travel to Bratislava for face to face meetings)

Competencies
- Teamwork: ability to work within diverse teams with technical and non-technical users
- Customer focus: ability to focus on realistic solutions and manage expectations of non-technical users
- Familiarity with financial reporting and non-profit sector
- Project management: proven ability to deliver IT projects from beginning to end
- Service delivery: ability to provide ad-hoc support, understanding of deadlines and ability to identify and prioritize urgent tasks

Required skills and Qualifications

1. At least 3 years of experience of developing and maintaining IT tools
2. At least 3 years of experience with SQL and Excel (including macros)
3. At least 3 years of experience of working with non-IT users/clients
4. Proficiency in English required

Financial arrangements:

Payment will be disbursed upon submission of a quarterly report of deliverables and certification by the Financial Reporting and Information Systems Manager that the services have been satisfactorily performed and were in line with the plan agreed.

Application Procedure:

- All applications must include a structured CV with a motivation letter why candidate considers her/himself the most suitable for the work.
- All applications must include a financial proposal - a monthly lump sum fee including any additional costs for the assignment

Applications with financial proposals should be sent to jpiasecki@habitat.org by 7 December 2018.

For any questions related to this consultancy, please contact Jakub Piasecki (jpiasecki@habitat.org).