

JOB FAMILIES

[SAP PROJECT MANAGEMENT](#)

[SAP CONSULTING](#)

[SAP BASIS ADMINISTRATION](#)

[SAP/ABAP ANALYST PROGRAMMERS](#)

[SAP INTEGRATION SPECIALISTS](#)

[SAP APPLICATION SPECIALISTS](#)

JOB SECTION: SAP PROJECT MANAGEMENT

- 1 [SAP Project Manager \(\\$6m+ Projects\)](#)
- 2 [SAP Project Manager \(\\$3-5m Projects\)](#)
- 3 [SAP Project Manager \(\\$0-2m Projects\)](#)

POSITION DESCRIPTION

Position Title: SAP Project Manager (\$6m+ Projects)
Position Code: 1
Career Level: 5

Responsible for

Planning, directing and coordinating business activities to develop user requirements, design and implement SAP solutions that meet customer/business needs and satisfy time/cost restraints and company/contract budget requirements.

Reports To

Corporate Professional Services Manager, Program Director.

Supervises

SAP Project/Implementation Consultants.

Main Activities

- Liaising with senior staff within customer or own organisation regarding the provision of SAP solutions within negotiated contractual obligations for a program or group of projects.
- Establishing SAP project plans for approval by the customer/business.
- Controlling system design and project planning activities related to large SAP systems development and implementation.
- Maintaining and controlling cost, schedule and quality of project activities to run on budget, time and meet agreed customer requirements.
- Managing the various phases of SAP projects including requirements analysis, system design, specification, development, testing and implementation.
- Managing the implementation of developed SAP systems.
- Ensuring that business solutions are consistent with corporate goals.
- Providing guidance and support in decision making processes between customers/business and SAP project teams.

Key Skills

- Strong understanding and application of Project Management competencies including scope, time, cost, quality, HR, communication, risk, procurement, and integration.
- Able to work with and influence executive level management.
- Fully competent in managing senior IT professionals.
- Effective leadership, coordination, motivational, negotiation and dispute resolution skills.
- Experienced with SAP project management methodology.
- Expertise in several modules of SAP.
- Ability to meet tight schedules and cost targets without compromising business requirements.
- Strong understanding of business requirements and technical limitations as determined by the organisation's enterprise architecture.
- Financial literacy to forecast and manage project budgets.

Internal Contacts

Senior Management, SAP Project team, Technical Support staff, Sales Management staff.

External Contacts

Major customers/Users at all levels within client sites.

Typical Experience

Tertiary level qualifications coupled with at least 15 years of experience in information technology, systems integration, consulting or development. At least 3 years specific SAP project implementation and/or systems integration project management experience.

Other Comments

Typically manages large SAP projects (e.g. \$6M+) requiring more staff and with a higher dollar value, that often run for longer than 12 months. The job holder may well be the prime contractor coordinating the activities of a range of suppliers. Alternative Reference: "K4" Project Manager. Please indicate in the column titled "Module Specialisation" the specific module(s) of SAP that the incumbent is focused on.

POSITION DESCRIPTION

Position Title:	SAP Project Manager (\$3-5m Projects)
Position Code:	2
Career Level:	4

Responsible for

Planning, directing and coordinating business activities to develop user requirements, design and implement SAP solutions that meet customer/business needs and satisfy time/cost restraints and company/contract budget requirements.

Reports To

Corporate Professional Services Manager, Program Director.

Supervises

SAP Project/Implementation Consultants.

Main Activities

- Liaising with senior staff within customer or own organisation regarding the provision of SAP solutions within negotiated contractual obligations for a program or group of projects.
- Establishing SAP project plans for approval by the customer/business.
- Controlling system design and SAP project planning activities related to systems development.
- Maintaining and controlling cost, schedule and quality of project activities to run on budget, time and meet agreed customer requirements.
- Managing the various phases of SAP projects including requirements analysis, system design, specification, development, testing and implementation.
- Managing the implementation of developed SAP systems.
- Ensuring that business solutions are achieved and are consistent with corporate goals.
- Providing guidance and support in decision making processes between customers/business and SAP project teams.

Key Skills

- Sound understanding and application of Project Management competencies including scope, time, cost, quality, HR, communication, risk, procurement, and integration.
- Effective in working with and influencing executive level management.
- Effective leadership, coordination, motivational, negotiation and dispute resolution skills.
- Ability to lead and manage professional staff, contractors and teams.
- Experienced with SAP project management methodology.
- Expertise in several modules of SAP.
- Ability to meet tight schedules and cost targets without compromising business requirements.
- Sound understanding of business requirements and technical limitations as determined by the organisation's enterprise architecture.
- Financial literacy to forecast and manage project budgets.

Internal Contacts

Senior Management, SAP Project team, Technical Support staff, Sales Management staff.

External Contacts

Major customers/Users at all levels within client sites.

Typical Experience

Tertiary level qualifications coupled with at least 10 - 15 years of experience in information technology, systems integration, consulting or development. At least 3 years SAP project implementation experience and/or systems integration project management experience.

Other Comments

Typically manages mid size SAP contracts (e.g. \$3 - \$5M) that can run between 6 and 12 months long and also coordinates the activities of a range of suppliers. Alternative Reference: "K4" Project Manager. Please indicate in the column titled "Module Specialisation" the specific module(s) of SAP that the incumbent is focused on.

POSITION DESCRIPTION

Position Title:	SAP Project Manager (\$0-2m Projects)
Position Code:	3
Career Level:	3

Responsible for

Planning, directing and coordinating business activities to develop user requirements, design and implement SAP solutions that meet customer/business needs and satisfy time/cost restraints and company/contract budget requirements.

Reports To

Corporate Professional Services Manager, Program Director.

Supervises

SAP Project/Implementation Consultants.

Main Activities

- Liaising with senior staff within customer or own organisation regarding the provision of SAP solutions within negotiated contractual obligations for a program or group of projects.
- Establishing SAP project plans for approval by the customer/business.
- Controlling system design and SAP project planning activities related to systems development.
- Maintaining and controlling cost, schedule and quality of project activities to run on budget, time, and meet agreed customer requirements.
- Managing the various phases of SAP projects including requirements analysis, system design, specification, development, testing and implementation.
- Managing the implementation of developed SAP systems.
- Ensuring that business solutions are achieved and are consistent with corporate goals.
- Providing guidance and support in decision making processes between customers/business and SAP project teams.

Key Skills

- Sound understanding and application of Project Management competencies including scope, time, cost, quality, HR, communication, risk, procurement, and integration.
- Effective in working with and influencing senior management.
- Effective leadership, coordination, motivational, negotiation and dispute resolution skills.
- Ability to lead and manage professional staff, contractors and teams.
- Experienced with SAP project management methodology.
- Expertise in several modules of SAP.
- Ability to meet tight schedules and cost targets without compromising business requirements.
- Sound understanding of business requirements and technical limitations as determined by the organisation's enterprise architecture.
- Financial literacy to forecast and manage project budgets.

Internal Contacts

Senior Management, SAP Project team, Technical Support Staff, Sales Management staff.

External Contacts

Major customers/Users at all levels within client sites.

Typical Experience

Tertiary level qualifications coupled with at least 5 years of experience in information technology, systems integration, consulting or development. At least 3 years SAP project implementation experience and/or systems integration project management.

Other Comments

Typically manages teams on small lower value projects (e.g. less than \$2M) - often running for less than 6 months- may also act as a prime contractor coordinating the activities of a small range of suppliers. Alternative Reference: "K4" Project Manager. Please indicate in the column titled "Module Specialisation" the specific module(s) of SAP that the incumbent is focused on.

JOB SECTION: SAP CONSULTING

4 [Principal SAP Functional Consultant](#)

5 [Senior/Lead SAP Functional Consultant](#)

6 [SAP Functional Consultant](#)

7 [Associate SAP Functional Consultant](#)

POSITION DESCRIPTION

Position Title:	Principal SAP Functional Consultant
Position Code:	4
Career Level:	5

Responsible for

Providing expert level professional consulting services and solutions to customer/business in designing SAP systems and planning the integration of SAP solution in a SAP implementation.

Reports To

Professional Services Manager, Branch/State Manager.

Supervises

Less experienced SAP Functional Consultants.

Main Activities

- Designing and developing high quality SAP business solutions.
- Evaluating customers' business needs, thus contributing to strategic planning of SAP facilities and technology directions.
- Advising customer/business on the implications of specific system design decisions.
- Planning and coordinating resources necessary to complete SAP implementation and assisting in preparation of major sales proposals.
- Liaising with major customers during testing and implementation of SAP solutions or products.
- Providing expert advice on specific SAP systems and applications - best business practices and cross-functional solutions.
- Leading a team of SAP consultants (largely dependent on the size and scope of client project) and leading in system application development, configuration and testing.
- Acting as a technical "thought" leader regarding SAP design and implementation.
- Leading business decision workshops and training, customer communication and facilitating sessions and presentations.

Key Skills

- Expert knowledge in a specific module of SAP, coupled with strong analytical skills.
- Recognised as leading expert in specialty area.
- Exceptional breadth of technical capability.
- Can adapt and apply both existing and emerging technologies to commercial situations.
- Good understanding of technical environment.
- Excellent understanding of sound business practice.

Internal Contacts

Business Managers, Project Managers, Development Specialists, Product Specialists.

External Contacts

Customers (often at the senior executive level) and various specialist consultants.

Typical Experience

Tertiary level qualifications coupled with at least 10 - 15 years of experience in business management, IT, systems integration consulting or design, with a minimum of 3 years SAP project implementation experience. May hold an MBA or equivalent postgraduate qualification.

Other Comments

This role requires a blend of technical, commercial and consulting skills. Some have moved into IT from commerce. Alternative Title: Senior Principal Consultant/Partner - Strategic Business, Technical, IT Change Management and/or Business Process Reengineering (BPR) Consultant. Alternative Reference: "K4" Integration Consultant. Please indicate in the column titled "Module Specialisation" the specific module(s) of SAP that the incumbent is focused on.

POSITION DESCRIPTION

Position Title: Senior/Lead SAP Functional Consultant
Position Code: 5
Career Level: 4

Responsible for

Providing specialist professional consulting services and solutions to customer/business in designing SAP systems and planning the integration of SAP solution in a SAP implementation.

Reports To

Professional Services Manager, Branch/State Manager.

Supervises

May lead less experienced SAP Functional Consultants.

Main Activities

- Designing and developing high quality SAP business solutions.
- Evaluating customers' business needs, thus contributing to strategic planning of SAP systems facilities and technology.
- Being accountable for defined SAP assignments often involving immediate action or short term planning of resources.
- Planning and coordinating resources necessary to complete SAP implementation.
- Liaising with major customers during preliminary installation and testing of developed SAP solutions/products.
- Managing a team of SAP functional consultants (largely dependent on the size and scope of SAP project).

Key Skills

- Specialist knowledge of at least one functional area or module, coupled with strong analytical skills.
- Recognised as leading specialist in specialty area.
- Good understanding of broad business issues.
- Ability to lead IT professionals.

Internal Contacts

Business Managers, SAP Project/Program Managers, Development Specialists, Product Specialists.

External Contacts

Customers at the middle to senior management level, various specialist consultants and peripheral suppliers.

Typical Experience

Tertiary level qualifications coupled with at least 6-10 years of experience in business management, IT, systems integration consulting or design with more than 2 years SAP project implementation experience.

Other Comments

Alternative Title: Senior/Lead SAP Implementation Specialist, Technical, IT Change Management and/or Business Process Reengineering. Alternative Reference: "K3" Consultant. Please indicate in the column titled "Module Specialisation" the specific module(s) of SAP that the incumbent is focused on.

POSITION DESCRIPTION

Position Title: SAP Functional Consultant
Position Code: 6
Career Level: 3

Responsible for

Providing professional consulting services and solutions to customer/business in designing SAP systems and planning the integration of SAP solution in a SAP implementation.

Reports To

Professional Services Manager, Branch/State Manager, State Professional Services Manager, Senior/Lead SAP Functional Consultant.

Supervises

No supervisory responsibilities.

Main Activities

- Designing and developing high quality SAP business solutions.
- Evaluating customers' business needs with input to strategic planning of SAP business systems and directions.
- Being accountable for defined SAP assignments/projects often involving immediate action or short term planning of resources.
- Providing application enhancement services and project support to customer/business as required.
- Liaising with customers during preliminary installation and testing of developed software solutions/products.
- Recognising and promptly advising management of potential problems and for potential follow-on business opportunities.
- Participating in system application development, configuration and testing.

Key Skills

- Specialist level competence/knowledge in at least one module of SAP.
- Fully competent in one or more related areas with strong analytical skills.
- Able to contribute in a number of areas outside of specialty.
- Good understanding and appreciation of sound business practice.

Internal Contacts

Business Managers, Project Managers, Development Specialists and Product Specialists.

External Contacts

Customers at middle management level, various specialist consultants and peripheral suppliers.

Typical Experience

Tertiary level qualifications coupled with at least 3-6 years experience in business management, IT, systems design, integration or consulting with more than 9 months SAP project implementation experience.

Other Comments

The role requires a blend of technical, commercial and consulting skills. Some have moved into IT from commerce. Alternative Title: Consultant - IT Change Management, Technical and/or BPR, SAP Implementation Specialist. Alternative Reference: "K2" Consultant. Please indicate in the column titled "Module Specialisation" the specific module(s) of SAP that the incumbent is focused on.

POSITION DESCRIPTION

Position Title: Associate SAP Functional Consultant
Position Code: 7
Career Level: 2

Responsible for

Providing broad professional consulting services and solutions to customer/business in designing SAP systems and planning the integration of SAP solution in a SAP implementation.

Reports To

Professional Services Manager, Branch/State Manager, Senior/Lead SAP Functional Consultant.

Supervises

No supervisory responsibilities.

Main Activities

- Assisting in the design and development of high quality SAP business solutions and other projects.
- Providing evaluations of customer's business needs comprising differing product options.
- Participating in training activities for peers and customers.
- Being accountable for defined SAP assignments/projects often involving immediate action or short term planning of resources.
- Liaising with customers during preliminary installation and testing of developed SAP solutions or products.
- Operating as a member of a SAP project implementation team.
- Supporting aspects of the business cycle, including proposals and feasibility studies.

Key Skills

- Broad academic knowledge of information technology/business management and/or business concepts and products.
- Analytical and consulting skills.
- Technical skills requiring further development.

Internal Contacts

Business Managers, Product Specialists and Project Managers.

External Contacts

Customers at an operational level.

Typical Experience

Tertiary level qualifications usually in an information technology discipline or in business, coupled with at least 1 - 3 years relevant commercial experience. A minimum of 3 months extensive training in SAP solutions design and implementations.

Other Comments

Alternative Title: Associate Consultant - IT Change Management, Technical and/or BPR. Alternative Reference: " K1 " Consultant. Please indicate in the column titled "Module Specialisation" the specific module(s) of SAP that the incumbent is focused on.

JOB SECTION: SAP BASIS ADMINISTRATION

8 [SAP Basis Consultant \(Principal Basis Administrator\)](#)

9 [Team Leader - SAP Basis Administration](#)

10 [Senior SAP Basis Administrator](#)

11 [SAP Basis Administrator](#)

POSITION DESCRIPTION

Position Title: SAP Basis Consultant (Principal Basis Administrator)
Position Code: 8
Career Level: 5

Responsible for

Providing expert guidance in designing, establishing and maintaining SAP BASIS environments, systems, processes and procedures to maintain operational effectiveness. Typically engaged in significant scale projects.

Reports To

SAP Basis Manager. SAP Project Manager.

Supervises

May act as a technical mentor of less experienced SAP Basis Administrators.

Main Activities

- Designing and managing SAP Basis and SAP databases.
- Monitoring, tuning and performing trend analysis of the System/Network performance.
- Developing operational procedures, systems and processes.
- Acting as a top escalation point for SAP Basis faults and customer requests.
- Providing guidance in SAP Basis project work as a senior technical specialist.

Key Skills

- Strong analytical, troubleshooting and problem solving skills.
- Good oral and written communication skills.
- Good time management and the ability to prioritise competing tasks.
- Expert skills in all aspects of SAP Basis systems administration.
- Specialist knowledge of security policies and procedures.
- Knowledge of SAP oriented tools to automate daily administration tasks e.g. Mercury, ABAP Query, IDOC, etc.

Internal Contacts

All users, SAP Project Teams, Technical Support Department.

External Contacts

Vendors of Hardware, Service and Software, Customers and SAP.

Typical Experience

Tertiary level qualifications in Computer Science or Information Technology or similar, coupled with at least 8-10 years commercial experience incorporating all aspects of SAP Basis.

POSITION DESCRIPTION

Position Title: Team Leader - SAP Basis Administration
Position Code: 9
Career Level: 4

Responsible for

Leading a team of SAP focused employees to provide effective and efficient SAP Basis support services for SAP environments.

Reports To

SAP Project Manager, Senior Manager - IT Services/Infrastructure.

Supervises

Managing a small team of SAP Basis professionals.

Main Activities

- Managing SAP Basis and SAP databases.
- Coordinating the day-to-day execution of technical support/administration activities for SAP environments through full lifecycle.
- Managing resources and assigning appropriate skills within team based on planned work.
- Ensuring the ongoing proactive maintenance of the SAP environment, including proactive problem diagnosis and resolution.
- Ensuring that all SAP environments are monitored and measured against effective performance criteria.
- Ensuring that standardised methods and procedures are adhered to and used for efficient and prompt handling of all changes and day to day operations.
- Validating and planning tasks, including analysis of duration, dependences, impact, timing, prioritisation and sequencing.
- Communicating effectively with SAP users to ensure they are aware of the status of all issues – conducting appropriate 'post mortem' of incidents.
- Analysing and monitoring deviations from service levels and determining improvements.
- Developing and maintaining excellent working relationships with Functional Consultants and SAP users. Acting as an escalation point for SAP Basis faults and customer requests.

Key Skills

- Skills managing a small team of IT professionals.
- Resource planning and relationship management skills.
- Experience with the tools required to support project management, resource management and effective communication.
- Knowledge of all technical aspects of SAP technologies, in particular SAP Basis, and the environment in which these technologies operate.
- Strong analytical, troubleshooting and problem solving skills.
- Good time management and the ability to prioritise competing tasks.
- Specialist skills in all aspects of SAP Basis systems administration.
- Specialist knowledge of security policies and procedures.
- Knowledge of SAP oriented tools to automate daily administration tasks e.g. Mercury, ABAP Query, IDOC, etc.

Internal Contacts

All users, SAP Project Teams, Technical Support Department.

External Contacts

Vendors of Hardware, Service and Software, Customers and SAP.

Typical Experience

Tertiary level qualifications in Computer Science or Information Technology or similar, coupled with at least 6 - 8 years commercial experience in corporate IT, with significant SAP Basis experience. Has been heavily involved in the technical implementation and support of a large SAP configuration.

POSITION DESCRIPTION

Position Title: Senior SAP Basis Administrator
Position Code: 10
Career Level: 4

Responsible for

Developing systems, processes and procedures to maintain the operational effectiveness of SAP solutions.

Reports To

SAP Basis Team Leader, Senior Manager - IT Services/Infrastructure.

Supervises

No supervisory responsibilities. May act as a technical mentor of less experienced employees.

Main Activities

- Managing SAP Basis and SAP databases.
- Monitoring, tuning and performing trend analysis of the System/Network performance.
- Developing operational procedures, systems and processes.
- Acting as an escalation point for SAP Basis faults and customer requests.
- Participating in Basis project work as the technical specialist.
- Performing technical administrative activities.

Key Skills

- Strong analytical, troubleshooting and problem solving skills.
- Good oral and written communication skills.
- Good time management and the ability to prioritise competing tasks.
- Specialist skills in all aspects of SAP Basis systems administration.
- Specialist knowledge of security policies and procedures.
- Knowledge of SAP oriented tools to automate daily administration tasks e.g. Mercury, ABAP Query, IDOC, etc.

Internal Contacts

All users, SAP Project Teams, Technical Support Department.

External Contacts

Vendors of Hardware, Service and Software, Customers and SAP.

Typical Experience

Tertiary level qualifications in Computer Science or Information Technology or similar, coupled with SAP Basis training and at least 4 - 7 years commercial experience in a SAP Basis role.

POSITION DESCRIPTION

Position Title: SAP Basis Administrator
Position Code: 11
Career Level: 3

Responsible for

Maintaining and supporting the operational effectiveness of the SAP environment according to established strategies, procedures and guidelines.

Reports To

SAP Basis Team Leader, Senior Manager - IT Services/Infrastructure.

Supervises

No supervisory responsibilities.

Main Activities

- Managing SAP Basis and SAP databases.
- Monitoring, tuning and performing trend analysis of the System/Network performance.
- Contributing to the development of operational procedures.
- Actioning Basis incidents and requests of customers.
- Performing administrative activities.
- Managing own service desk calls.

Key Skills

- Strong analytical, troubleshooting and problem solving skills.
- Good oral and written communication skills.
- Good time management and the ability to prioritise competing tasks.
- Thorough knowledge of security policies and procedures.
- A capacity for systematic analysis.
- Knowledge of SAP oriented tools to automate daily administration tasks e.g. Mercury, ABAP Query, IDOC, etc.

Internal Contacts

All users, SAP Project Teams, Technical Support Department.

External Contacts

Vendors of Hardware, Service and Software, Customers and SAP.

Typical Experience

Tertiary level qualifications in Computer Science or Information Technology or similar, coupled with SAP Basis training with at least 1 - 3 years experience in a similar or related SAP Basis role.

JOB SECTION: SAP/ABAP ANALYST PROGRAMMERS

12 [SAP/ABAP Senior Analyst Programmer](#)

13 [SAP/ABAP Analyst Programmer](#)

14 [SAP/ABAP Programmer](#)

POSITION DESCRIPTION

Position Title: SAP/ABAP Senior Analyst Programmer
Position Code: 12
Career Level: 4

Responsible for
Designing and maintaining SAP applications software.

Reports To
SAP Project Manager.

Supervises
May mentor less experienced SAP Analyst Programmers.

Main Activities

- Leading development project teams, including planning, controlling and reporting progress.
- Participating in development testing and implementation of ABAP programs.
- Developing operating and system documentation.
- Working with customers to define business requirements and priorities.
- Ensuring that systems are developed within agreed budgets and time frames; achieving necessary design and systems security standards.
- Participating in SAP implementations, major system upgrades or conversions.

Key Skills

- Advanced skills in ABAP and at least one module of SAP and demonstrated proficiency in a SAP environment.
- May specialise in one or two modules, and become known as a technical expert in a particular area.
- Good time management and resource management skills, together with an ability to understand the essential needs of Users and meet these in well designed programs.
- Should have some experience in staff management.

Internal Contacts
Development Specialists, Field Service and Technical Support staff, Product Managers.

External Contacts
Distributors and Sub-Contractors, Customers at Operational and Management levels.

Typical Experience
Tertiary level qualifications in a relevant field with at least 5 - 8 years experience in Functional Analysis, Applications Design and/or Programming. Minimum 3 years ABAP development experience or experience in SAP environment.

Other Comments
Alternative Title: Senior SAP Developer. Alternative Reference: "K3" ABAP Programmer. Please indicate in the column titled "Module Specialisation" the specific module(s) of SAP that the incumbent is focused on.

POSITION DESCRIPTION

Position Title: SAP/ABAP Analyst Programmer
Position Code: 13
Career Level: 3

Responsible for

Developing and maintaining SAP applications software.

Reports To

SAP Project Manager.

Supervises

No supervisory responsibilities.

Main Activities

- Coding, testing and implementing programs in prototype, developmental and maintenance modes.
- Developing and maintaining ABAP programs.
- Assisting in the analysis and design of applications programs and databases.
- Modifying and troubleshooting applications programs.
- Liaising with users.
- Developing solutions using SAP ABAP programming and SAPSCRIPT.

Key Skills

- Developed skills in ABAP and a module of SAP - demonstrated proficiency in a SAP environment.
- Working knowledge of at least one relevant operating system (e.g. UNIX, Windows NT).
- Interfaces to legacy or other systems.
- Ability to understand the essential needs of Users and meet these in well-designed programs.
- Good skills in time and resource management.

Internal Contacts

Product Managers, Development Specialists, Field Service and Technical Support Staff.

External Contacts

Vendors of Hardware & Software, Distributors, and Sub-Contractors.

Typical Experience

Tertiary level qualifications coupled with at least 3-5 years commercial development experience, specialising in ABAP development in an SAP project or support environment.

Other Comments

Alternative Title: SAP Developer. Alternative Reference: "K2" ABAP Programmer. Please indicate in the column titled "Module Specialisation" the specific module(s) of SAP that the incumbent is focused on.

POSITION DESCRIPTION

Position Title: SAP/ABAP Programmer
Position Code: 14
Career Level: 2

Responsible for

Converting SAP applications specifications into operable programs.

Reports To

SAP Project Manager.

Supervises

No supervisory responsibilities.

Main Activities

- Coding, testing and implementing programs in prototype, developmental and maintenance modes - most of the time (up to 100%) will be spent writing code either in one major program or in a variety of programs across platforms.
- Documenting developed programs.
- Developing and maintaining applications programs and enhancing/modifying as required.
- Developing solutions using SAP ABAP programming and SAPSCRIPT.

Key Skills

- Good understanding of ABAP and one module of SAP architecture/applications programs although may not have total familiarity with all aspects.
- Good skills in personal work organisation and time management.

Internal Contacts

Systems Engineers, Systems Analyst, Field Services Engineers, Technical Support Staff.

External Contacts

Hardware and Software Suppliers, external Software Specialists and Consultants.

Typical Experience

Tertiary qualifications or equivalent with 2 - 4 years experience in programming in a large scale leading edge IT environment, including at least 1 year ABAP development experience or experience in SAP environment.

Other Comments

Alternative Reference: "K1" ABAP Programmer. Please indicate in the column titled "Module Specialisation" the specific module(s) of SAP that the incumbent is focused on.

JOB SECTION: SAP INTEGRATION SPECIALISTS

15 [SAP Integration Lead](#)

16 [SAP Integration Specialist](#)

19 [SAP Data Conversion Specialist](#)

POSITION DESCRIPTION

Position Title: SAP Integration Lead
Position Code: 15
Career Level: 4

Responsible for

Leading the SAP Integration team in ensuring co-ordination of integration activities across the development landscape and managing the workflow team.

Reports To

SAP Project Manager.

Supervises

Manages a small team of SAP Integration Specialists.

Main Activities

- Coordinating and delivering integration projects to improve the implementation of new systems and processes across the SAP environment.
- Ensuring process and procedures for SAP integration activities are documented and stored centrally.
- Setting up, producing and monitoring KPI reports on progress and various functions performed by the SAP integration team.
- Communicating reports to relevant parties and continuously seek improvements for existing reports - proactively gather new reporting requirements from the business.
- Maintaining effective communication channels within the organisation to better manage SAP outages and system activities including contributing to issues and sharing information.
- Defining and carrying out workflow strategies that will position the organisation to effectively manage the implementation and support of workflow initiatives.
- Managing the implementation of workflow in line with project timelines and the support of live markets in line with service level objectives.
- Ensuring integration activities and impacts on users are communicated in effective and timely manner to all impacted parties.
- Coordinating configuration activities for implementation delivery and providing an escalation point for issues that may arise. Coordinating the provision of out of hours support, especially during 'go-live' periods.
- Acting as a key member in defining and managing the change management process within the SAP environment. Keeping track of all integration/system set-up issues and the current actions being taken to correct the issue.

Key Skills

- Strong understanding of SAP Configuration.
- Strong understanding of SAP Workflow.
- Highly detailed understanding of SAP systems and associated change management processes.
- Understanding of how SAP is positioned in the enterprise architecture.
- Excellent Coordination Skills.
- Good Project Management Skills.
- Good verbal and written communication skills.
- Proactive and flexible approach to tasks.

Internal Contacts

Project Managers, Architects, Support, BASIS Administrators.

External Contacts

Outsourced provider, suppliers.

Typical Experience

Tertiary level qualifications coupled with at least 5-7 years commercial IT experience incorporating significant experience in SAP integration activities/projects.

Other Comments

Please indicate in the column titled "Module Specialisation" the specific module(s) of SAP that the incumbent is focused on.

POSITION DESCRIPTION

Position Title: SAP Integration Specialist
Position Code: 16
Career Level: 3

Responsible for
Providing effective implementation and integration activities for the SAP environment.

Reports To
SAP Integration Lead

Supervises
No supervisory responsibilities

Main Activities

- Delivering SAP integration projects to improve the implementation and sustainable processes of the SAP environment.
- Proactively gather new reporting requirements from the business.
- Maintaining effective communication channels within the organisation to better manage SAP outages and system activities including contributing to issues and sharing information.
- Carrying out workflow strategies that will position the organisation to effectively manage the implementation and support of workflow.
- Implementing workflow in line with SAP project timelines and the support of live environment in line with service level objectives.
- Communicating SAP integration activities and impacts in an effective and timely manner to all impacted parties.
- Performing configuration activities for implementation delivery.
- Providing out of hours support, especially during 'go-live' periods.
- Assisting in defining and managing the change management process within the SAP environment.
- Keeping track of all integration/system set-up issues and the current actions.

Key Skills

- Understanding of SAP Configuration.
- Understanding of SAP Workflow.
- Detailed understanding of SAP systems and associated change management processes.
- Good verbal and written communication skills.
- Proactive and flexible approach to tasks.

Internal Contacts
Project Managers, Architects, Support, BASIS Administrators.

External Contacts
Outsourced provider, suppliers.

Typical Experience
Tertiary level qualifications coupled with at least 3-5 years commercial IT experience incorporating experience in SAP integration activities/projects.

Other Comments
Please indicate in the column titled "Module Specialisation" the specific module(s) of SAP that the incumbent is focused on.

POSITION DESCRIPTION

Position Title: SAP Data Conversion Specialist
Position Code: 19
Career Level: 3

Responsible for

Ensuring the data migration and reorganisation from legacy (and heritage) systems to the SAP system as part of implementation and/or upgrade of the SAP solution.

Reports To

Data Conversion Lead or Integration Lead.

Supervises

No supervisory responsibilities.

Main Activities

- Validate data prior to the loading to SAP to ensure that the data meet the technical requirements, and are compliant with standards and rules.
- Load data into SAP as per loading instructions.
- Provide assistance in correcting any erroneous data.
- Perform data reconciliation and report data loading result as part of data audit.
- Document the status of data loading in standard report format.
- Document errors, issues and resolutions during the data loading in the standard issue log.

Key Skills

- Good written and oral communication skills.
- Expert in MS Access
- Capable of working independently.
- Able to meet deadlines.
- Strong attention to detail.

Internal Contacts

External Contacts

Typical Experience

Tertiary level qualifications coupled with at least 3-5 years commercial IT experience incorporating experience in SAP integration activities/projects.

JOB SECTION: SAP APPLICATION SPECIALISTS

17 [SAP Application Specialist](#)

18 [SAP Application Security Specialist](#)

POSITION DESCRIPTION

Position Title: SAP Application Specialist
Position Code: 17
Career Level: 3

Responsible for

Ensuring that SAP and/or complimentary applications are maximised to meet common business requirements and that the quality of the application system is maintained at the highest possible level.

Reports To

SAP Project Manager.

Supervises

No supervisory responsibilities.

Main Activities

- Providing application expertise for specific SAP applications and/or complimentary applications.
- Specifying interface requirements between SAP and complimentary applications.
- Specifying application configuration settings, enhancements, and/or extensions to meet business requirements.
- Assessing business requirements to identify the most effective way in which an application can be used to support the requirement.
- Collaborating with SAP Consultants in the establishment and specification of the inter-relationships between business processes.
- Preparing or refining test scripts to reflect enhancements and interface requirements.
- Conducting application-level tests to ensure that the application and interfaces behave as specified.
- Providing the necessary input in cases where enhancements require a change to user-system interaction.
- Participating and providing assistance in end-to-end process integration tests.

Key Skills

- Good knowledge of SAP applications.
- Strong achievement focus.
- Process Analysis Skills.
- Business object or data modelling skills.
- Excellent communication skills.
- Demonstrated ability to translate complex concepts into simple models that can be readily understood by other team members.

Internal Contacts

Business Analysts, team members.

External Contacts

Typical Experience

Tertiary level qualifications coupled with at least 3-5 years commercial IT experience. Experienced in one or more SAP module or complimentary application.

Other Comments

Please indicate in the column titled "Module Specialisation" the specific module(s) of SAP that the incumbent is focused on.

POSITION DESCRIPTION

Position Title: SAP Application Security Specialist
Position Code: 18
Career Level: 3

Responsible for

Implementing and maintaining application security procedures and standards in accordance with the Corporate Application Security, Risk, and Privacy policies.

Reports To

IT Security Manager.

Supervises

No supervisory responsibilities.

Main Activities

- Ensuring security roles are defined and implemented for all managed applications.
- Implementing and maintaining consistent application security monitoring procedures and metrics.
- Assessing, resolving, escalating, and reporting application security violations.
- Implementing preventative and detective measures to control the risk of application security violations.
- Localising and implementing policies and standards for Application Security in accordance with company guidelines.
- Performing application security reviews.
- Reporting levels of risk and advising on countermeasures.
- Ensuring and monitoring the consistent implementation of the organisation's application security policies.

Key Skills

- Knowledge of secure information flow and data storage within applications.
- Effective interpersonal and communications skills (written and verbal).
- Ability to work in teams, solve problems, adapt to changes and address rapidly evolving technologies.
- Project Management skills.
- Experience in designing and delivering authentication and authorisation within complex SAP applications.
- Experience in designing and delivering security solutions.
- Experience in securing the integration of applications onto middleware and platforms.
- Knowledge of SAP oriented tools to automate daily administration tasks e.g. Mercury, ABAP Query, IDOC, etc.
- Proficiency in SAP security Profile Generator.
- Competency in SAP Security concepts, including role design and build, custom objects and custom development.

Internal Contacts

Other Application Security Specialists, Security staff.

External Contacts

Suppliers, Vendors, Consultants.

Typical Experience

Tertiary level qualifications coupled with at least 3 - 5 years in designing and implementing security on SAP, other ERP systems or across integrated business solutions.

Other Comments

Please indicate in the column titled "Module Specialisation" the specific module(s) of SAP that the incumbent is focused on.
