



## General Secretariat (GS)

Geneva, 21 August 2023

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 23/25**

Subject: **VACANCY NOTICE No. 1343P-2023/SGO/EXTERNAL/P5, "Head, Building Project & Facilities Management Division"**

Dear Madam, Dear Sir,

The post described in the Annex is to be filled at ITU Headquarters.

The relevant job description with the qualifications required, as well as all other useful information, is annexed hereto.

Administrations are requested to circulate vacancy notices to all potential sources of recruitment including universities, institutes, associations of engineers and the private sector as the case may be.

**I would be grateful if Administrations would invite qualified candidates and especially women candidates to apply for the above position not later than 23/10/2023 on ITU career website:**

**<https://jobs.itu.int/job/Geneva-Head-Building-Project-&-Facilities-Management-Division/952720155/>**

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Dubai 2018), affirming that: "...when filling vacant posts by international recruitment, in choosing between candidates who meet the qualification requirements for a post, preference shall be given to candidates from regions of the world which are under-represented in the staffing of the Union, taking into account the balance between female and male staff mandated by the United Nations common system;"

Yours faithfully,

Doreen Bogdan-Martin

Secretary-General

Annexes: **VACANCY NOTICE No. 1343P-2023/SGO/EXTERNAL/P5, "Head, Building Project & Facilities Management Division"**

# Job Title: Head, Building Project & Facilities Management Division

## INTERNATIONAL TELECOMMUNICATION UNION

*ITU is the leading United Nations agency for information and communication technologies, with the mission to connect the world. To achieve this, ITU manages the radio-frequency spectrum and satellite orbits at the international level, works to improve communication infrastructure in the developing world, and establishes global standards that foster seamless interconnection of a vast range of communication systems.*

### Head, Building Project & Facilities Management Division

**Vacancy notice no:** 1343

**Sector:** SG

**Department:** FMBP

**Country of contract:** Switzerland

**Duty station:** Geneva

**Position number:** SG03/P5/1223

**Grade:** P5

**Type of contract:** Fixed-term

**Duration of contract:** 2 years with possibility of renewal for 2 additional years

**Recruitment open to:** External

**Application deadline (Midnight Geneva Time):** 23 October 2023

### ORGANIZATIONAL UNIT

The General Secretariat directs administrative, human and financial resources and activities of the Union, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication/ICT matters for operational and other purposes, and the provision of legal advice to the whole of the Union. The General Secretariat coordinates the implementation of the Strategic Plan, monitors the telecommunication/ICT environment and recommends as needed action relating to the Union's future policies and strategy. The General Secretariat ensures inter-sectoral coordination and cooperation to advance a whole of ITU approach (One-ITU) in headquarters and the field. The General Secretariat provides logistical and information technology support to the Union's activities including conferences and global forums; the coordination of the work of the Union with the United Nations system, and other international organizations; and the engagement of the Member States, Sector Members, and Academia. The General Secretariat manages corporate governance, and strategic communications and relations with the media, different stakeholder groups as well as the general public.

### DUTIES AND RESPONSIBILITIES

Within delegated authority and under the direct supervision of the Deputy Secretary-General, the Head, Facilities Management & Building Project Division is responsible for the management of the new building project and the maintenance and renovation of existing Headquarters buildings and technical facilities. He/she serves as leader for the team and provides authoritative expertise for all assigned responsibilities to deliver outputs within prescribed time, cost and quality standards and foster a collaborative spirit and cooperation to achieve results. He/she operates in compliance with organizational regulations and rules and takes responsibilities towards the successful achievement of the delegated assignment. To this extent, the incumbent will perform the following duties:

- Leads, plan and implement the new building project:

- Is responsible for budget preparation, consumption and monitoring for the division, and use of the Capital Budget Fund for buildings projects.
  - Provides expert advice to Senior Management and the New Building Management Board during the planning and construction phases.
  - Ensures that the needs of the project are correctly reflected in the work and deliverables of the Prime Contractor, other contractors and key project stakeholders, principally by linking business needs to technical requirements, specifications and deliverables.
  - Reviews the technical, management and other risks of the project as it evolves.
  - Prepares expert recommendations to resolve issues; maintains the risk register of the project, including formulating proposals for risk mitigation and reduction.
  - Reviews the deliverables of the contractors; oversees construction contractor quality and safety programmes on site; reviews and monitors construction contractors' schedules, particularly with regard to critical milestones and deliverables.
  - Anticipates and facilitates the resolution of issues when they arise; engages proactively with contractors to spot problems as early as possible and proposes solutions when problems arise.
  - Participates in meetings with the contractors, and other meetings as required; prepares meeting records as required; coordinates and ensures proper documentation of all project meetings in relation to the construction; ensures follow-up of meeting actions; prepares project status reports to the Member States Advisory Group (MSAG) and Council.
  - Monitors the distribution of all project documentation and requests for information among all relevant parties and ensures that project information is exchanged in a timely and contractually compliant manner.
- Leads the Building Logistics and the Building Technical Installations Service of ITU and manages staff working within the Division: plans and manages all matters related to ITU infrastructure; oversees and coordinates services related to the operation, maintenance and renovation of buildings and technical installations of the ITU headquarters premises, ensuring that the needs of staff delegates and visitors are met in a professional, client-oriented and efficient manner; proposes work plans within approved budget ceilings, sets priorities and makes changes where necessary; manages facilities upgrade and modernization programmes and projects from initial concept, feasibility, planning to the final completion stages ensuring timelines and deliverables are met as well as environmental considerations are suitably reflected in all such projects; monitors related projects and plans, reporting on them to senior management.
  - Ensures the controls of space management and development operations, on the basis of technical documentation; recommends cost-effective and technically feasible options; ensures efficient use of office space and manages ancillary premises (storage, reserves, and others).
  - Manages aspects relating to ITU land such as surface rights, transfers and easements; in conjunction with the cadastre of the Canton of Geneva, coordinates the work of the surveyor, the Foundation for Buildings for International Organizations (FIPOI) and the ITU Legal Counsel.
  - Participates, as a Member of the EMS Steering Committee, to lead the progress towards a Climate Neutral ITU in Geneva and the UN System including the development of new approaches and strategies for Facilities Management and the development of related policies, procedures and best practices.
  - Participates on a variety of external committees and represents the Union on UN Environment and Facilities Management committees as well as collaborating with external partners such as UN Common Services Management Group, UN Environment Management Group, FIPOI and Geneva government authorities.
  - Perform other related duties as assigned.

## **CORE COMPETENCIES**

Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

## **FUNCTIONAL COMPETENCIES**

Analysis, Judgement and Decision Making  
Client and Service Orientation  
Innovation and Facilitating Change  
Leadership  
Networking and Building Partnerships  
Planning and Organising  
Successful Management

## **TECHNICAL COMPETENCIES**

- Ability to apply professional technical skills on a major construction project.
- Ability to show persistence when faced with difficult problems or challenges and to remain calm in stressful situations.
- Ability to build strong relationships and to establish and maintain effective working relationships with key stakeholders, contractors and staff member at all levels in an international environment.
- Strong proven negotiations skills and ability to deal with high level management.
- Proven ability to identify issues quickly, analyse and formulate opinions, make conclusions and recommendations on complex project construction issues.
- Ability to communicate clearly, effectively and convincingly both orally and in writing, including the preparation of clear and concise reports.
- Ability to advise senior management on any proposals and challenges of the project.
- Knowledge of international construction contract management and Swiss (SIA) building standards and procedures.

## **QUALIFICATIONS REQUIRED**

### **Education:**

Advanced university degree in engineering, architecture or related field, preferably in civil or structural engineering or a related field OR education in a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in one of the fields above.

For internal candidates, a first university degree in one of the fields above in combination with fifteen years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Professional certification as a professional engineer or architect would be an advantage. A formal project management qualification would be an advantage.

### **Experience:**

At least ten years of progressively responsible experience in construction management or related area including at least five at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience.

Experience in vertical construction is desirable.

Experience with modern civil engineering design software. Experience of the AutoCAD family would be an advantage.

Experience, acquired in the last 10 years, as Project Manager or Assistant, or Master of Works or Assistant in at least one building construction project of at least 5'000 m<sup>2</sup> constructed floor area.

At least ten years of combined experience in financial and operation management of infrastructure

construction and/or renovation, including of at least one project of more than CHF 100 million; in the management of multidisciplinary teams, both technical and administrative; and, in interacting with political representatives with a role in land use planning.  
Proven experience in the implementation and control of a project management methodology.

**Languages:**

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. Knowledge of a third official language would be an advantage. (Under the provisions of Resolution No. 626 of the Council, a relaxation of the language requirements may be authorized in the case of candidates from developing countries: when candidates from such countries possess a thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration).

**BENEFITS AND ENTITLEMENTS**

**Salary:**

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment (PA) (cost of living allowance). The PA is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances.

Annual salary from \$ 92,731 + post adjustment \$ 76,225

Other allowances and benefits subject to specific terms of appointment, please refer to: <https://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx>

**INFORMATION ON RECRUITMENT PROCESS**

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the ITU [Careers](#) website. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview. ITU uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates. Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided. Messages originating from a non ITU e-mail account - @itu.int - should be disregarded. ITU does not charge a fee at any stage of the recruitment process.

*ITU applies a zero-tolerance policy against all forms of harassment. ITU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities, to apply to become a part of the organization. Achieving gender balance is a high priority for ITU.*