



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
Temps • Climat • Eau

DEADLINE FOR APPLICATION: 10 May 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Building Management Officer (short term)	P3	Geneva, Switzerland	To be determined	Short-term 11 months

ORGANIZATIONAL UNIT Linguistic, Conference and Common Services Governance Services Department	WMO is committed to achieving diversity and a balanced workforce. Applications are welcome from qualified women and men, including those with disabilities. The statutory retirement age after 1 January 2014 is 65. For external applicants, only those who are expected to complete the term of appointment will normally be considered.
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DUTIES AND RESPONSIBILITIES The Facilities Management and Common Services are under the direct supervision of the Director of Linguistic, Conference and Common Services (D/LCC) in the Governance Services Department (GS) and ensure the maintenance and operation of the WMO building infrastructure and the efficient and effective utilization of related assets to deliver an integrated set of facility management services within the WMO and to WMO tenants, in accordance with organizational needs, agreed corporate service level agreements and available resources. Duties and responsibilities: Under the direct supervision of the Facilities Manager/LCC/GS, the incumbent will be responsible for the following duties: Ensure optimal management of building-related projects and the follow-up of the implementation. Perform regular inspections to monitor the quality of services provided and initiate corrective actions with the contractors if standards are not met; Ensure that projects meet safety and security standards by reviewing them with designated Safety and Security experts. Ensure that building meets health and safety requirements and that facilities comply with Swiss legislation, that all safety and security plans remain up-to-date and that the related technical installations are functioning and regularly serviced and maintained in line with applicable Swiss national regulations; In accordance with the WMO procurement procedures, assist to prepare, issue and participate in the evaluation of tenders for building-related projects and for the acquisition of technical equipment, and in the implementation of the approved building-related projects; Provide coordination for the maintenance and repair works to the WMO building and ensure that they are performed correctly and in line with internal and (when relevant) Swiss national standards by checking that work done by contractors has been completed satisfactorily and following up on any deficiencies; Ensure that an up-to-date technical inventories and technical descriptions of the building, as well as records of all works performed (i.e., services, maintenance, repairs, etc.) are maintained in a facility management tool for information and configuration management reasons, warranty claims and life-time cycle monitoring. Ensure that the facility management tool is permanently kept up to date by performing regularly the relevant data entries;	QUALIFICATIONS Education Masters degree or equivalent from a recognized university or technical institute in civil engineering, architecture or facility management. A first-level university degree in combination with two years of additional directly relevant experience may be accepted in lieu of the advanced university degree. Experience At least five years of national and international progressively responsible experience in building management services. Familiarity with Swiss and Geneva building regulations and practices. Experience overseeing the technical and administrative aspects of a building, including the installations and all relevant services. Experience in emergency preparedness and response. Other requirements Excellent oral and written communication skills. Demonstrated experience in contract management, procurement, safety and security. Excellent analytical, supervisory and organizational skills. Maturity of judgement and ability to manage building technical installations and office-related services. Excellent knowledge of Microsoft Office applications. Ability to work in a multicultural environment and to foster diversity and team spirit. Languages Excellent knowledge of English and French (both oral and written). Knowledge of other official languages of the Organization would be an advantage. (Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)
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Ensure that contracts (for technical maintenance, cleaning, janitor, landscaping security, catering, etc.) with external contractors are correctly executed and meet the Organizations' requirements in terms of quality and cost;

Ensure the management of the building technical installations, e.g., heating, ventilation, water and lighting facilities, as well as access control systems, telecommunication and technical facilities for security supervision. In this context, encourage and promote maximum energy savings; Provide urgent responses when malfunctions occur in the building facilities;

Assist in gathering the environmental data related to energy, gas and water consumptions and wastes and updates the Organization's environmental assessments and the CO2 footprint offsetting;

Ensure that the annual physical inventory and the WMO assets register are up to date in the ERP system;

Ensure best utilization of office space, and, upon request, make appropriate proposals for modification of offices/facilities and supervise their implementation; Provide support to the creation of ergonomic working environment conditions; Keep the office accommodation plans updated;

Provide a range of office-related services in accordance with defined quality standards.

Carry out other relevant duties as required.

The Secretary-General may appoint a candidate at a grade below the advertised grade of the post, with the possibility of promotion to that grade within three years of appointment, subject to satisfactory appraisal of performance.

Additional Information:

Salary is commensurate with UN P.3 level. Only applicants in whom WMO has a further interest will be contacted. Shortlisted candidates may be required to sit a written assessment and/or an interview.

Date of issue of vacancy notice: 12 April 2022