



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
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VACANCY NOTICE NO: 2333
DEADLINE FOR APPLICATION: 20 December 2024

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Head Facilities Management and Common Services	P4	Geneva, Switzerland	To be determined	Fixed-term - 2 years

ORGANIZATIONAL UNIT Linguistic, Conference and Common Services (LCC) 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 Under the direct supervision of the Director, Linguistic, Conference and Common Services, the incumbent is responsible for leading the Facilities Management and Common Services Unit (FMCS) in 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. The incumbent will perform the following duties: Contracts management: (a) Manage all building-related contracts, projects and operational resources; (b) Ensure that contracts (for technical maintenance, cleaning, janitor, landscaping, security, catering, etc.) with external contractors are correctly executed and meet the Organization's requirements in terms of quality and cost; (c) Establish the Terms of Reference of specialized companies. Facility management: (a) Supervise the efficient use of the building and its equipment. Provide overall 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; (b) Organize urgent responses when malfunctions occur in the building facilities; (c) Oversee the maintenance of inventories and technical descriptions of the building, as well as records of all works performed (i.e., services, maintenance, repairs, etc.); (d) Manage 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; (e) Manage the utilization and optimization of office space, and, upon request, make appropriate proposals for modification of offices/facilities and supervise their implementation. Office services: (a) Provide a range of office-related services in accordance with defined quality standards. For this purpose, and in coordination with the Procurement Section, ensure that all necessary	QUALIFICATIONS Education Master's degree or equivalent from a recognized university or technical institute in civil engineering, architecture, facility or contract management. A first-level university degree or equivalent in combination with two years of additional directly relevant experience may be accepted in lieu of the advanced university degree. Experience At least seven (7) years of national and international progressively responsible experience in building management services including management of complex service contracts. Familiarity with Swiss and Geneva building and contractual regulations and practices. Experience overseeing the technical and administrative aspects of a building, including the provision of all relevant contractual services, as well as liaison with local authorities. Demonstrated experience in managing rental agreements and tenant relationships. Experience in managing a diverse team. Other requirements Excellent oral and written communication skills. Demonstrated experience in procurement and contract management. Excellent analytical, supervisory and organizational skills. Maturity of judgement and ability to manage building 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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contracts (for technical maintenance, landscaping, cleaning, janitor, security/reception, catering, etc.) with external contractors are correctly negotiated and meet the Organization's requirements in terms of quality and cost, through preparing respective Terms of Reference to hold tenders for contractors and evaluating the bids received. Perform regular inspections to monitor the quality of services provided and initiate corrective actions with the contractors if standards are not met;
(b) Oversee and coordinate all accommodation-related matters such as provision of office space, internal moves, etc. Keep the office accommodation plans updated and be point of contact for WMO staff.

Possibility of renewal subject to the availability of funds and pending satisfactory performance after an initial probationary period of one year which can be extended up to a maximum of two years.

SALARY AND ALLOWANCES

Annual net base salary on initial appointment is: US\$ 77326

Annual post adjustment on initial salary is: US\$ 69671 (in addition to the net base salary)

Additional Information:

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: 20 November 2024