

VACANCY NOTICE NO: 2428
DEADLINE FOR APPLICATION: 5 March 2026
21 day(s) until closing deadline - Currently accepting applications

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Head of Facilities Management and Common Services	P4	Geneva, Switzerland	1 April 2026 or as soon as possible thereafter	Fixed-term - 1 year
ORGANIZATIONAL UNIT			ORGANIZATIONAL UNIT	
Conference, Facilities and Travel Services (CNFT), Division of Human Resources and Corporate Services.			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. Pursuant to WMO Standing Instructions, the minimum age to be eligible for consideration for vacant positions is 18, and the maximum age must enable the candidate to serve for at least the term of the contract before reaching mandatory age of separation.	
DUTIES AND RESPONSIBILITIES			QUALIFICATIONS	
<p>Under the direct supervision of the Chief of Conferences, Travel and Facilities 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:</p> <p>FACILITY MANAGEMENT</p> <ul style="list-style-type: none"> - 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; - Lead and oversee building-related projects (renovations, fit-outs, major maintenance and sustainability upgrades), from needs assessment and planning to implementation and handover, ensuring delivery on time, within budget and in compliance with Swiss and Geneva regulations and standards; - Prepare options analyses and business cases for major capital works and space reconfiguration projects, including scope definition, cost estimates, risk assessment and implementation sequencing; - Organize urgent responses when malfunctions occur in the building facilities; - 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.); - Develop and maintain a multi-year facilities and asset management plan (condition assessments, life-cycle costing and renewal priorities) for building systems and infrastructure, ensuring alignment with operational needs, compliance requirements and available resources; - 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; - Monitor and report on energy and resource consumption and implement targeted efficiency measures, in coordination with relevant stakeholders and service providers; - Manage the utilization and optimization of office space, and, 			<p>Education Masters 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.</p> <p>Experience - At least eight (8) 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.</p> <p>Essential Skills - Experience in managing multiple clients through web-based management systems and Building Management Systems</p> <p>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.</p> <p>COMPETENCIES The Head of Facilities Management and Common Services must demonstrate managerial-level proficiency in the following competencies:</p> <ul style="list-style-type: none"> • Communication & Influence • Collaboration & Team Dynamics • Inclusive Mindset & Cultural Awareness • Decision Making & Problem Solving • Integrity & Accountability • Innovation & Digital Agility • Stakeholder Understanding & Engagement <p>Languages Excellent knowledge of English and French (both oral and written). Knowledge of other official languages of the Organization would be an advantage.</p>	

upon request, make appropriate proposals for modification of offices/facilities and supervise their implementation;

(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)

OFFICE SERVICES

- Provide a range of office-related services in accordance with defined quality standards. In coordination with the Procurement Section, contribute to the preparation of Terms of Reference and the evaluation of bids for office-related service providers (technical maintenance, landscaping, cleaning, janitor, security/reception, catering, etc.). Perform regular inspections to monitor service quality and initiate corrective actions with contractors when standards are not met;

- 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.

The position is funded from the regular budget.

New appointments on fixed-term contract of one year or more shall be subject to an initial one-year probation period.

SALARY AND ALLOWANCES

Annual net base salary on initial appointment is: US\$ 66027

Annual post adjustment on initial salary is: US\$ 57311 (in addition to the net base salary)

Additional Information:

Applications should be made online through the WMO e-recruitment system at <https://erecruit.wmo.int/public>.

Do not send your application via multiple routes. Only applicants in whom WMO has a further interest will be contacted. Shortlisted candidates may be required to sit a written test and/or an interview.

Date of issue of vacancy notice: 11 February 2026

[NEW APPLICANTS -- CLICK HERE TO BEGIN YOUR ON-LINE APPLICATION](#)