



General Secretariat (GS)

Geneva, 17 August 2017

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 36

Subject: **Vacancy Notice No. 36PROJ-2017/SGO/EXTERNAL/P5**

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 woman candidates to apply for the above position not later than 17/10/17 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Guadalajara, 2010), affirming that: "... 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 desirable balance between female and male staff."

At its 2001 session the Council approved Resolution 1187 encouraging Member States and Sector Members to suggest for ITU staff positions, especially at Professional and higher levels, appropriately qualified woman candidates.

Yours faithfully,

Mr. Houlin ZHAO
Secretary-General

Annexes: **Vacancy Notice No. 36PROJ-2017/SGO/EXTERNAL/P5**



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. ITU also organizes global Telecom events bringing together the most influential representatives of government and the private sector to exchange ideas and knowledge for the benefit of all.

VACANCY NOTICE N° 36PROJ-2017/SGO/EXTERNAL/P5

Date of Issue: 17 August 2017

Currently accepting applications

Applications from women are encouraged

Functions: Senior Construction Project
Advisor

Post Number: PROJ-5023

Deadline for Applications (23.59 Geneva
CH) : 17 October 2017

Duration of Contract: 2 years with possibility
of renewal for 2 additional years

Type of Appointment: Fixed-term
Appointment

Duty Station: Geneva, Switzerland

Grade: P5

Organ:

The General Secretariat directs all the administrative and financial aspects of the Union's activities, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication matters for operational and other purposes, the provision of legal advice to the Bureaux of the Union and the departments of the General Secretariat, logistic support to the Union's activities including conferences, the coordination of the work of the Union with other international organizations, the dissemination of information to the Member States and Sector Members, press, corporate and individual users of telecommunications and the general public. The General Secretariat is also responsible for the organization of world telecommunication exhibitions and forums.

Duties / Responsibilities

ITU has decided to allocate a budget of CHF 140 million for the construction of a new headquarters building in Geneva. ITU's vision is of a "smart" building, utilising the latest technology, self-contained, future proofed and adaptable to the introduction of flexible working procedures.

ITU wishes to appoint an expert with experience in managing large building projects to assist the

ITU Management Board that provides overall project direction and oversight and is chaired by the ITU Deputy Secretary-General.

Within delegated authority and under the supervision of the Chairman of the Management Board, the Senior Construction Project Advisor will apply professional knowledge and expertise to provide advice focusing on quality-cost-time aspects of the project to assure that the client's goals are achieved during the planning and construction phases, including:

- 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: provides expert advice to the Head of Facilities Management Division accordingly and 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; assists with preparation of reports to the Member States Advisory Group 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.
- Performs other related duties to ensure the success of the project as assigned by the supervisor.

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

Experience:

At least ten years of progressively responsible experience in a civil engineering or related area including at least five at the international level. 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 m² 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:

Advanced knowledge of both English and French is required. Knowledge of any other of the Union's official languages (Arabic, Chinese, Russian and Spanish) would be an advantage.

Additional Information:

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 \$ 84,721 + post adjustment \$ 73,707

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

Applicants will be contacted directly if selected for written test. Interviews may be used as a form of screening.

For further information concerning the Conditions of Employment please click [the following link](#)

Applicants will be contacted only if they are under serious consideration

Currently accepting applications



ITU is a smoke-free environment