



General Secretariat (GS)

Geneva, 21 October 2024

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 24/57

Subject: **VACANCY NOTICE No. 1822P-2024/SGO/EXTERNAL/P4 "Building Project Manager"**

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 23/12/2024 on ITU career website:

Building Project Manager (itu.int)

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. 1822P-2024/SGO/EXTERNAL/P4 "Building Project Manager"**

Job Title: Building Project Manager

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.

Building Project Manager

Vacancy notice no: 1822

Sector: SG

Department: NA

Country of contract: Switzerland

Duty station: Geneva

Position number: G31/P4/1205

Grade: P4

Type of contract: Fixed-term

Duration of contract: 2 years with possibility of renewal

Recruitment open to: External

Application deadline (Midnight Geneva Time): 23 December 2024

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.

ORGANIZATIONAL CONTEXT

Within delegated authority and under the direct supervision of the Head, Facilities Management & Building Project Division (BPFMD), the Building Project Manager is responsible for the day-to-day management of the new building project. He/she serves as lead for the project and ensures project objectives are met and 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.

DUTIES AND RESPONSIBILITIES

- Manage day-to-day project operations and activities, monitor progress, and ensure the timely completion of tasks within budget, quality standards, and safety requirements.
- Coordinate and assist the Head of BPFMD in planning, managing, and supervising project stages to achieve set objectives.

- Support risk management by identifying potential risks, reviewing the risk register, and developing mitigation measures. Anticipate potential problems or deviations and propose and implement corrective actions.
- Monitor the expenditures and ensure they are kept within the approved budget. Prepare cashflow forecast and financial reporting.
- Organize and facilitate the consultation process for collecting needs, disseminating information, and engaging stakeholders. Gather and document requirements from end-users and collaborate with the design team to propose and validate functional solutions within budget.
- Oversee the design phase, coordinate design reviews, and ensure alignment with user requirements, project objectives, and specifications.
- Ensure day-to-day management of the construction phase, including compliance with contractual documents, oversight of on-site work, financial commitments, and safety measures.
- Act as a liaison and facilitate communication between project teams, users, designers, and contractors to ensure smooth project execution.
- Support the procurement process, including reviewing, and drafting tendering and contracting documentation, and carry out technical evaluation and verification of bids.
- Ensure all construction work complies with contractual documents, norms, and regulations. Oversee on-site works, financial commitments, and payments.
- Implement and maintain a process to monitor compliance with health and safety regulations and procedures.
- Manage the work acceptance process and hand-over, including verification, acceptance tests, and criteria. Oversee change orders and ensure the timely correction of issues.
- Support in negotiating financial variations, claims, agreements, and settlements with consultants and contractors.
- Prepare regular reports and updates on project progress, results, and outcomes for internal and external stakeholders, and ensure effective communication channels. Support with stakeholder communication and carry out presentations and updates.
- Implement and maintain processes for managing project documentation and ensuring compliance.
- Act as the primary point of contact and decision-maker for the building project in the absence of the Head of BPFMD.
- 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 all level of 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 the Head of BPFMD or other ITU Managers on any proposals and challenges of the project.

- Ability to work effectively in a multicultural and multidisciplinary environment. Strong Health, Safety, and Environment (HSE) culture. Knowledge of International construction contract management and Swiss (SIA) building standards and procedures.
- Knowledge in the implementation and control of a project management methodology. Proven experience of coordinating different professions (architect, structural engineers, HVAC engineers, electrical engineers, interior design and space planning, project and institutional communication, technical/legal/financial advisors, contractors, etc.). Knowledge in procurement processes (definition of procurement strategy, selection of firms, call for tenders, etc.).

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in engineering, architecture or related field, preferably in civil or structural engineering or a related field OR education from 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 ten 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 seven years of progressively responsible experience in complex construction projects or related areas, including at least three at the international level with responsibilities spanning the entire project lifecycle, from concept design to construction and handover. A Doctorate in a related field can be considered as a substitute for three years of working experience.

Proven track record as either a Project Manager or Deputy in the construction of office or multipurpose building projects.

Experience in construction and/or renovation, including at least one project involving the management of multidisciplinary teams, both technical and administrative.

Experience interacting with representatives of authorities involved in land use planning is also desirable.

Experience in Switzerland and abroad, preferably in Europe, is desired.

Expertise in engineering design software (e.g., AutoCAD family) is desirable.

Experience leading multicultural and multidisciplinary project teams is desirable.

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 \$ 77,326 + post adjustment \$ 74,774

Other allowances and benefits subject to specific terms of appointment, please refer to:

https://jobs.itu.int/content/What-we-offer/?locale=en_US

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 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.