OPERATIONS MANAGER: CONSTRUCTION AND RENOVATION
Grade A2/A3 (two posts)
Operations Service,
Executive Directorate

EXD/HRM/VAC(2001)067

Fixed term appointment: three years

The OECD is about to undertake a major redevelopment of its Headquarters and conference facilities at its Château de la Muette site. This major project, which is being managed under the responsibility of a Deputy Secretary-General, consists of several stages which will take 5 to 6 years to complete. We are looking for two Operations Managers to work under the responsibility of the Senior Project Manager.

The job...

1. Participate in the setting up of the project. Contribute to the preparation and collection of information as well as to the elaboration of technical, legal and financial documents for the operation.

2. Draft technical documents, reports, statements and analyses. Draft specifications and participate in the tendering procedure, assessment of bids and award of contracts.

3. Monitor, co-ordinate and check on the actions of external companies contracted for the operation. Supervise worksites. Follow up on costs and deadlines and ensure strict compliance with the programme.

4. Participate in the organisation of removal operations foreseen, assist in efforts to optimise use of space in office accommodation and monitor consultations with the services concerned.

5. Liaise on all technical matters with both internal and external services and ensure that all relevant information for use in decision-making processes is made available. Participate in the communications programme for officials of the Organisation who will be affected by the project.

The person we are looking for should have...

1. A university degree in engineering, architecture or another area of study of relevance to building construction and renovation operations. At least three years’ proven experience in construction management. Experience of large-scale office moves would be an advantage.

2. Excellent ability to draft all types of technical documents, reports, statements, analyses and contracts.

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Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2001)067 and be sent via our on-line application form on www.oecd.org/hrm by 20 September 2001.

Only candidates selected for interview will be contacted.

For more information on OECD and our recruitment, please see www.oecd.org

We are an equal opportunity employer and encourage applications from female candidates.

3. Good knowledge of contracting and economic aspects related to construction. Good knowledge of French legislation relative to construction, safety and town planning.

4. Proven ability to communicate and command the respect of external representatives. Ability to work efficiently as part of a team in a pressurised multicultural environment. Dynamic and action-oriented.

5. Highly receptive, persevering and motivated; proven track record in meeting performance criteria.


7. Excellent knowledge of one of the two official languages of the Organisation (English and French) and a good knowledge of the other.