HEAD OF BUILDING WORK SECTION
Grade A2/A3
Facilities Management Division, Operations Service, Executive Directorate

Fixed term appointment: three years

The OECD is undertaking a major project to redevelop its Headquarters and conference facilities, centred on the Château de la Muette. This is a major project involving many phases over a 5 to 6 year period. We are looking for a Head of Section to manage the activities and resources of the Building Work Section. This Section is responsible for the maintenance of the existing buildings which will evolve progressively with the redevelopment of the Headquarters site. The person will work under the supervision of the Head of the Facilities Management Division in the Operations Service within the Executive Directorate.

The job...

1. Working in close collaboration with the Head of the Facilities Management Division, draw up, cost and monitor the annual programme of work of the Building Work Section. Plan, supervise and verify the layout, fitting-out, upkeep and general maintenance of buildings as well as office renovation work.

2. Manage and supervise the smooth functioning of teams working on general building maintenance and office renovation. Set objectives and priorities and ensure the quality control of services and activities (electricity, air-conditioning, etc.) required for the smooth and correct functioning of the Organisation’s premises. Supervise and motivate the members of the team directly under his/her responsibility.

3. Pursue a maintenance policy which complies with modern management methods and which is consistent with the Service's strategy. Ensure that fire and safety regulations are properly enforced and collaborate with the services concerned. Supervise the work of the Health and Safety Unit and participate in the work of the Health, Safety and Working Conditions Sub-Committee.

4. Verify the work of sub-contractors working on the Organisation’s premises, specify requirements and ensure the monitoring of results on the basis of reliable and measurable indicators. Ensure compliance with the methods and procedures in place, revise and where necessary amend core contracts and optimise sub-contracting.

5. Propose programmes for the modernisation or replacement of equipment and draft the relevant specifications. Verify the quality of specifications established by external design consultants in the areas for which he/she is responsible.

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6. Collaborate with the Site project team and replace the Head of Division when necessary.

The person we are looking for should have...

1. A university degree in engineering, architecture or any other relevant area. At least three years’ experience in civil works and construction; knowledge of building and construction techniques.

2. Ability to appreciate the interrelationship between techniques and technologies in the overall building operations. Dynamic and action-oriented. Proven track record in meeting performance criteria.

3. Highly receptive and motivated with regard to the management of human resources. Ability to prepare staff for technological change and to steer them towards multi-skilling. Ability to take account of the human dimension in a multi-disciplinary workplace.

4. Proven ability to communicate and to be assertive vis-à-vis external representatives.

5. Sound IT skills and very good knowledge of the software tools used in technical management.

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

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

Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2001)068 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