



ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands

V A C A N C Y N O T I C E

Post Title:	Head, Infrastructure Support Services	Date:	20 December 2016
Post Level:	P-4	Closing Date:	2 February 2017
Vacancy Ref:	E- ADM/PSB/HISS/F0139/P-4/53/11-16		
Division:	Administration		
Branch:	Procurement and Support Services Branch		

This fixed-term appointment is for a duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules, as applicable. The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years. The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. Several vacancies may be filled.

Principal Functions	Requirements
<p>Under the supervision of the Head, Procurement and Support Services Branch and in accordance with the OPCW Core Values of <i>Integrity, Professionalism and Respect for Diversity/Gender Equality</i>, the incumbent performs the following duties:</p> <ol style="list-style-type: none">1. Manages the provision of Infrastructure Support Services and is responsible for all activities connected with maintenance and operation of OPCW facilities: Which includes<ul style="list-style-type: none">– Reviews procedures, guides the preparation of the annual and long-term maintenance programmes and directs their implementation.– Provides professional advice and makes recommendations on technical and administrative matters related to the property management,– Co-ordinates and oversees consultants' and contractors' activities connected with the maintenance and servicing of the building.– Manages all service contracts established in support of the OPCW facilities including construction contracts. This covers over 50 contracts with a combined value of close to €4 million.– Plans preventative maintenance and develops the necessary programmes and ensures they are executed to the required standards.2. Acts as the principal point of contact for and liaises with the building owners, representatives of the Host Country and lessors on all matters pertaining to the occupancy, rental agreements and maintenance of buildings, parking and storage used by the OPCW;3. Prepares and monitors budgets for all the infrastructure related expenditures. Controls, verifies and approves payments connected with all contracts administered by the section. Analyses and monitors the expenditures:4. As a member of the Health and Safety Committee, gives advice and takes an active role in all facility-related safety issues, especially the safety of staff and assets5. Plans and executes the space allocation and implements	<p>Education (Qualifications): Essential: Advanced university degree in civil engineering, architecture, facilities management or a related field. A first level university degree in combination with qualifying experience (minimum 9 years progressively responsible experience) may be accepted in lieu of an advanced university degree. However, candidates who do not possess an advanced university degree or first university degree or the equivalent may still be appointed if their combination of education, training, self-study and working experience can be considered equivalent to the standard of knowledge normally associated with the attainment of a university degree.</p> <p>Skills and Abilities (key competencies) Experience in budget management. Outstanding listening, verbal and written communications skills, including the ability to express complex strategies in simple and actionable terms. Demonstrable personal maturity and good judgement. Previous Facilities Management experience in staff accommodation planning, maintenance and budgeting. Familiarity and proficiency in using CAD software and other Facility Management software. Extensive managerial background, preferably within an international environment and specific experience in contract management. Experience in procurement – including procuring facilities management services. Demonstrated experience in supervision of all activities relating to the maintenance and operation of a large office complexes.</p> <p>Experience A minimum of 7 years of relevant experience with an advanced degree, including international work and specific experience in working for an International Organization, preferably focused on Facilities Management. Alternatively a combination of a first university degree and a minimum of 9 years of relevant experience may be accepted. In exceptional circumstances 13 years of relevant experience with specialised training equivalent to an academic</p>

projects connected with Organisation's infrastructure:

6. Manages the services, furniture, equipment and materials necessary for the operation and maintenance of the OPCW facilities:
7. Manages the operations of mail and courier services. Is responsible for the operation of the Correspondence Management System and is accountable for the non-confidential archives of the Organisation:
8. As section head, provides the necessary management of staff within the section, ensuring that all staff function to their full potential and achieve set objectives; both individual and team objectives.
 - Completion of all necessary elements of the OPCW Performance Management and Appraisal System in the required time and to the required standards.
 - Coach and develop staff on an ongoing basis providing feedback and opportunities to develop
 - To provide opportunities for staff to innovate and develop the service provided by the Finance branch
 - To manage attendance of staff to achieve optimal results
 - To motivate and encourage staff
 - Draft effective work plans and to participate effectively and collaboratively in performance
9. Performs other duties as required.

qualification may be accepted in lieu of a first or advanced degree.

Essential experience:

Demonstrable experience in leading a team to deliver effective Maintenance and Facilities Management services to large offices complexes and organizational entities. A track record of managing complex tasks requiring technical knowledge and experience, particularly in a multi-cultural environment.

Languages:

Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in US\$ and a post adjustment. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figure quoted on the right, is based on the **December 2016 rate of 27.6%**.

	With Dependants	No Dependants
Annual Salary (US dollars)	\$ 74,130	\$ 69,032
Post Adjustment	\$ 20,459	\$ 19,052
Total Salary	\$ 94,589	\$ 88,084

CANDIDATES ARE STRONGLY ADVISED TO USE ONLY THE ONLINE APPLICATION SYSTEM.

Interested applicants who are unable to submit an application online at www.opcw.org, due to technical problems, are requested to send an e- mail to Recruitment@opcw.org explaining the problem.

Only applications received before the closing date will be considered. Only applicants under serious consideration for a post will be contacted.

Applications from qualified female candidates are strongly encouraged.

There are job advertisements and offers that falsely state that they are from the OPCW.