

**ORGANISATION FOR ECONOMIC
CO-OPERATION AND DEVELOPMENT**

UNCLASSIFIED

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HUMAN RESOURCE MANAGEMENT

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HRM/VAC(98)4

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OFFICE CIRCULAR

HEAD OF THE OUTSOURCED BUILDING WORK UNIT (GRADE B5), FACILITIES MANAGEMENT DIVISION, OPERATIONS SERVICE (OPS)

Closing date for applications: 10th February 1998

**The OECD is an equal opportunity employer
and encourages applications from female candidates**

Role

Under the supervision of the Head of the Building Work Section, the post-holder's main responsibilities will be to assist the Head of Section to carry out technical studies and supervise buildings and maintenance work contracted to outside companies.

Main Duties

1. Undertake, in liaison with the Head of Section, technical studies for work to be done and write the technical specifications for consultation of contractors and "bureaux d'études". Propose the schedule of work and prepare budget estimates for work and services.
2. Arrange consultations with the Purchasing Section, study offers, propose a choice of contractors or "bureau d'études" and ensure that costs remain within the allocated budget.

3. Draw up the final schedules of work and the technical details, approve contractors' proposals for the execution of work.
4. Co-ordinate and control work projects, call in "bureaux de contrôle" and ensure that work is carried out in accordance with the legal requirements (obligatory insurance, integration of security norms, co-ordination of health and safety measures when carrying out civil engineering projects).
5. Approve work carried out and transmit technical documentation to the Head of Maintenance and to the Projects Section.
6. Approve invoices and prepare financial and technical reports for the Head of Section.
7. Manage the ongoing outsourcing programme, particularly for painting and floor-covering work, as well as the maintenance contracts.
8. Liaise, in conjunction with the Projects Section, with other services concerned by the work projects.

Principal Qualifications and Core Competences

1. Professional training in technical studies, accompanied by a higher technical certificate or preferably an engineering degree, with several years' experience in each sector of the building trade. Very good knowledge of the technical sectors, particularly in the fields of electrical and air-conditioning engineering with recognised qualifications.
 2. Ability to work under pressure, as required. Flexibility, a good team spirit and a good sense of client relations.
 3. Good organisation and communication skills. Ability to impose his/her point of view with company representatives and to ensure that work is carried out smoothly.
 4. Ability to manage complicated installations and to ensure their uninterrupted service.
 5. Knowledge of computer-based tools for buildings management. Knowledge of standard microcomputing tools would be an advantage.
 6. Very good knowledge of one of the official languages of the Organisation (French and English) and good knowledge of the other.
- N.B. The appointment may initially be made at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.

GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be less than 65 years old at the time of appointment.

Closing date: The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

Duration of appointment: A fixed-term appointment (usually for two or three years, with the possibility of renewal) will be offered.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

Qualifications: The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competences mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

How to apply: Those who wish to apply for this post should send a detailed Curriculum Vitae (indicating the vacancy reference number) to Human Resource Management, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate. Other than employment history and educational background your CV must include your nationality, sex and birthdate.

November 1997