

CABINET

LE DIRECTEUR DE CABINET

002066

MEMFPMA/DGFP/DFRC

Abidjan, le 08 OCT 2024

COMMUNIQUE

L'Organisation Mondiale de la Propriété Intellectuelle (OMPI) lance un avis de vacance pour le poste de **Chef de Projet (MIGRATION DU SYSTEME DE GESTION DES BATIMENTS) - P4-** 24327-FT_PP, Division des systèmes informatiques de Madrid, Département des techniques de l'information et de la communication, Secteur administration, finances et gestion.

La maîtrise de la langue française et anglaise est essentielle.

Les critères de sélection et les conditions à remplir sont joints au présent communiqué.

Les fonctionnaires désireux de faire acte de candidature, sont invités à soumettre leurs dossiers de candidatures, au plus tard **le 11 octobre 2024**,

à l'adresse électronique suivante :

https://wipo.taleo.net/careersection/wp_2/jobsearch.ft?lang=en

Pièce Jointe :

-avis de vacance



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Senior Project Manager (Building Management System Migration) -24327-FT_PP

Premises Infrastructure, Central Services Division, Department of Program Planning and Finance, Administration, Finance and Management Sector
Grade - P4

Contract Duration - 1 year (renewable for the duration of the project) *

Duty Station - CH-Geneva

Publication Date : 12-Sep-2024 Application Deadline : 11-Oct-2024, 11:59:00 PM

IMPORTANT NOTICE

- The deadline for applications is indicated in local date and time.
- This post is a project post.

1. Organizational Context

a. Organizational Setting

The position is located in the Building Projects Section, Central Services Division, Administration and Management Sector. The Building Projects Section oversees the management and modernization of all buildings on the WIPO campus in terms of infrastructure and technical facilities.

b. Purpose Statement

The Senior Project Manager (Building Management System Migration) oversees, defines and manages all project activities related to the migration of the Building Management System (BMS) and associated techniques. This is a project post under the approved Capital Master Plan "Building Management System for HVACs Facilities and Lighting". The Project is expected to last for 4 years, being initiated and concluded between 2025 and 2028.

The main objective of this project is to extend the lifecycle of the existing BMS with a new generation system, after support ends in 2027, and to merge the currently separate systems (BMS and Lighting and Blinds Management System (LBMS)) into a single integrated and centralized system.

The migration and replacement of the current BMS will require significant infrastructure work, including opening ceilings and closing offices. Additionally, this project will provide an opportunity to upgrade the current lighting in the offices of the New Building to LED technology.

c. Reporting Lines

The incumbent will work under the supervision of the Head of the Building Projects Section.

d. Work Relations

The Senior Project Manager (Building Management System Migration) will collaborate closely with members of the Premises Management Service and extensively works with stakeholders from across the Organization to ensure the successful management and delivery of project goals.

2. Duties and Responsibilities

The incumbent will perform the following principal duties:

- Define, plan and manage all activities linked to the BMS migration project (execution planning, work site, acceptance of work and works guarantees) as well as activities relating to renovations, transformations and improvement of spaces and buildings installations, strictly concerned by this project.
- Monitor and assess the implementation of WIPO decisions; monitor and ensure compliance with the interests of the project owner (WIPO), particularly with regard to quality, costs and deadlines relating to the project objectives.
- Oversee, plan and coordinate any action or follow-up required for the project management according to project management methods in the field of buildings and the particular Prince2 method, in cooperation with the experts, companies and contracting companies engaged by WIPO in relation to the project and, where applicable, the local authorities.

- d. Exercise administrative and financial management responsibility, including establishing and maintaining budget monitoring and estimates, and managing and monitoring expenses in accordance with approved commitments and budgets, according to the internal structure, as well as construction standards in Switzerland (SIA norms, Building Cost Classification (BCC), etc).
- e. Advise and report, without delay, where applicable, to the various internal entities and bodies concerned, including on any risk of derogation from the decisions of Member States, as well as any situation or event likely to have a negative impact on the smooth running or completion of the project, within the deadlines. Formulate proposals or recommendations to address them; respond to all technical questions relating to the project from internal and external control bodies.
- f. Ensure the planning, management and coordination of the preparation and implementation phases of the operational plans related to the project-related operations (consolidation, moving, allocation of workplaces during the works, respecting the needs of users), in collaboration with the relevant WIPO units, as well as, in some cases, their operational management.
- g. Perform such other related duties as required.

3. Requirements

Education (essential)

Master's degree in engineering (electrical, HVAC, or mechanical), building or real estate management, architecture, or similar. A bachelor's degree or equivalent qualification awarded by an accredited authority, accompanied by at least two years of relevant experience may replace the master's degree.

Education (desirable)

Additional certification and/or extensive experience as Building Project Manager.

Experience (essential)

At least seven years of experience in managing and implementing projects, similar in size, cost and complexity, installation, construction, or renovation, and as a representative of the project owner.

Language (Essential)

Excellent knowledge of French, oral and written, and very good knowledge of English.

Job Related Competencies (Essential)

Very good knowledge of building techniques and installations such as HVAC, BMS and all building and construction techniques.

Excellent vendor and contract management skills, and effective program performance reporting.

Very good command of Office suite applications (Word, Excel, Outlook, PowerPoint) and computer-assisted planning and drawing tools.

Ability to express oneself clearly and precisely in writing and to communicate effectively, within the framework of any internal (non-technical) entity and with any specialized body, external or internal (agents, companies, technicians and members of the division) in the field of construction in general.

Excellent organizational and time management skills, with the ability to work under pressure and respect deadlines.

Sense of confidentiality and discretion.

Excellent interpersonal skills and ability to maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity, including with other units in the Organization and with any external stakeholders involved in construction and renovation projects.

Job Related Competencies (Desirable)

Basic knowledge of Prince 2 project management methodology.

4. Organizational Competencies

1. Communicating effectively
2. Showing team spirit
3. Demonstrating integrity
4. Valuing diversity
5. Producing results
6. Showing service orientation
7. Seeing the big picture
8. Seeking change and innovation
9. Developing yourself and others.

5. Information

Mobility: WIPO staff members are international civil servants subject to the authority of the Director General and may be assigned to any activities, office or duty station of the Organization. Accordingly, the selected candidate may be required to move from time to time to new functions and/or to another duty station.

Annual 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. **Please note that this estimate is for information only. The post adjustment multiplier (cost of living allowance) is variable and subject to change (increase or decrease) without notice. The figures quoted below are based on the August 2024 rate of 93.5%**

P4	
Annual salary	\$77,326

Post adjustment	\$72,300
Total Salary	\$149,626
Currency USD	

Salaries and allowances are paid in Swiss francs at the official rate of exchange of the United Nations.

Please refer to WIPO's Staff Regulation and Rules for detailed information concerning salaries, benefits and allowances.

Additional Information

* Initial period of one year, renewable, subject to funding and satisfactory performance. Fixed-term appointments granted for approved projects shall be for a period whose minimum and maximum duration are tied to the funding and terms of reference of the project. The overall duration of a fixed-term appointment for a project shall normally not exceed five years. Fixed-term appointments granted for approved projects shall not be converted to a permanent or continuing appointment.

Applications from qualified women as well as from qualified nationals of unrepresented Member States of WIPO and underrepresented geographical regions are encouraged. Please click on the following links for the list of unrepresented Member States and the list of underrepresented regions and the WIPO Member States in these regions.

The Organization reserves the right to make an appointment at a grade lower than that advertised.

By completing an application, candidates understand that any willful misrepresentation made on this web site, or on any other documents submitted to WIPO during the application, may result in disqualification from the recruitment process, or termination of employment with WIPO at a later date, if that employment resulted from such willful misrepresentations.

In the event that your candidature is shortlisted, you will be required to provide, in advance, a scanned copy of an identification and of the degree(s)/diploma(s)/certificate(s) required for this position. WIPO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and these will be reviewed individually.

Additional testing/interviewing may be used as a form of screening. Initial appointment is subject to satisfactory professional references.

Additional background checks may be required.

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