



GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES
Secretariat for Administration and Finance (SAF)
Department of General Services (DGS)

Consultancy opportunity for DGS - Project Manager - Building Operations

Type of contract: Consultant

Consultant Duration: 12 months (with the possibility of extension upon satisfactory performance and funds availability)

Estimated start date: TBD, 2024

Remuneration: \$8,500 USD/month. Commensurate with experience and education.

Duty Station: OAS Headquarters Washington DC - Onsite

BACKGROUND:

The Organization of American States (OAS) is seeking to hire a Project Manager with expertise in construction and building operations to join the Department of General Services (DGS). The ideal candidate should have a PMP certification and a proven track record of successful project management in the building operations industry.

PURPOSE:

The Project Manager will be responsible for managing the planning, estimation, implementation, and tracking of projects related to construction, maintenance and building operations within the DGS. The project manager will work closely with the project team to ensure the projects are delivered on time, within the scope and budget.

DUTIES AND RESPONSIBILITIES:

- Develop and maintain project plans, schedules, budgets, and performance reports
- Define project scope, goals, and deliverables that support OAS goals in collaboration with senior management
- Lead cross-functional teams to deliver projects within the defined scope, schedule, and budget
- Identify and manage project risks and issues, and develop contingency plans to minimize the impact on the project
- Manage the procurement process and ensure that all necessary contracts and agreements are in place
- Monitor project progress and performance, and adjust plans and resources as necessary

- Communicate project status, risks and proposal decisions to the Building Management Officer.
- Ensure project deliverables are of high quality and meet the requirements.
- Ensure that the project adheres to all relevant regulations, standards, and guidelines related to building operations
- Facilitate and lead project team meetings and regular status updates
- Manage the project budget and resources and ensure that all project costs are accurately tracked and reported.

QUALIFICATIONS AND EXPERIENCE:

Essential:

- Advanced experience in Project Management
- Bachelor's degree in architecture or similar.
- A minimum of 10 years of experience in managing projects related to construction and building operations.
- Extensive knowledge of project management methodologies, including planning, budgeting, GSA schedule and scheduling.
- Proven track record of delivering projects on time, within scope and budget
- Excellent leadership, communication, and interpersonal skills
- Strong problem-solving and decision-making skills
- Ability to work effectively in a fast-paced, dynamic environment.
- Knowledge of international standards, codes and regulations related to construction, building operations and facilities management.
- Experience with Microsoft Project or any other project management application.
- Professional proficiency in English and Spanish.

Desirable:

- Advanced University Degree (Master's) in one of the fields listed above;
- Experience and/or knowledge of the OAS mandates and priorities.

Reporting:

The Project Manager will report to Senior Building Management Officer.

Duration:

The duration of the contract will be 12 months, with the possibility of renewal based on performance and availability of future projects.

TO APPLY:

Please submit:

- An updated CV;
- A cover letter (no more than 500 words);
- Copy of academic certificates and diplomas.

by email to DGS@oas.org with the subject “**DGS Project Manager - Building Operations**” Applications will be accepted until March 2, 2024 at 5:30 pm Eastern Standard Time (EST).

The GS/OAS embraces equality, diversity and inclusion. Thus, the GS/OAS, in accordance with its rules and regulations, is committed to providing equal opportunities in employment, achieving a diverse staff, and will take into account a wide geographic representation, as well as gender equity and equality, in the selection of candidates.