



August 2024

Title: Junior Professional Officer –BIM Modelling & Workplace Planning  
Bureau/Dept/Unit: SG/ SGO/ BPFMD  
Supervision: Mikheil Chitashvili / Head BPFMD  
Duration: 2 years (with option for renewal)  
Location: ITU Headquarter – Geneva, Switzerland  
Grade: **P2**

ITU is the United Nations specialized agency for information and communication technologies – ICTs.

We allocate global radio spectrum and satellite orbits, develop the technical standards that ensure networks and technologies seamlessly interconnect, and strive to improve access to ICTs to underserved communities worldwide.

ITU is committed to connecting all the world's people – wherever they live and whatever their means. Through our work, we protect and support everyone's fundamental right to communicate.

Today, ICTs underpin everything we do. They help manage and control emergency services, water supplies, power networks and food distribution chains. They support health care, education, government services, financial markets, transportation systems, e-commerce platforms and environmental management. And they allow people to communicate with colleagues, friends and family anytime, and almost anywhere.

With the help of our global membership, ITU brings the benefits of modern communication technologies to people everywhere in an efficient, safe, easy and affordable manner.

ITU membership reads like a Who's Who of the ICT sector. We're unique among UN agencies in having both public and private sector membership. So in addition to our 193 Member States, ITU membership includes ICT regulators, many leading academic institutions and some 700 tech companies.

In an increasingly interconnected world, ITU is the single global organization embracing all players in this dynamic and fast-growing sector.

The JPO would be based in ITU HQ in Geneva, Switzerland, an international and exciting city that host more than 190 international organizations. Geneva host more than two thirds of all UN

activities and is visited by nearly 3000 heads of states or similar officials every year. It is a great opportunity to be based at the heart of the diplomatic world and meet people from across the globe.

**A. Organizational Unit:**

BPFMD (Building Project and Facilities Management Division)

**B. Organizational context:** (Describe the organizational setting of the post and the purpose of the post as well as any supervision given or received)

The proposed BIM Modelling and Workplace Planning position is within the Space Management Team (SMP) part of the broader BPFMD (Building Project and Facilities Management Division).

**C. Duties, responsibilities and key results expected:** *(will be evaluated by Classification Officer)*

The BIM Modelling and Workplace Planning officer will be assigned to activities to support Building Services team in optimizing usage of ITU Campus facilities as well as providing support with the new building project. The incumbent will apply broad and diversified knowledge of Architectural and planning principles and practices.

Under the supervision of the Head BPFMD, the Junior Professional Officer will:

1. Utilize Revit and AutoCAD software to create, modify, and maintain ITU Campus Building Information Modelling (BIM) models in line with industry standards.
2. Produce accurate schematics and technical drawings, incorporating feedback and revising models as needed.
3. Coordinate with technical teams and liaise with internal and external stakeholders on changes and updates.
4. Support in developing and implementing workplace planning and usage strategies aligned with organizational goals.
5. Collect and review headcount forecasts and workplace requirements, resolving related discrepancies and issues.
6. Collaborate with cross-functional teams to understand and address departmental workspaces needs.
7. Analyse occupancy data and utilization rates to identify opportunities for workplace optimization and efficiency.
8. Research industry trends, best practices, and emerging technologies in workplace design and occupancy planning and recommend and implement innovative and flexible workplace strategies
9. Prepare and present reports, dashboards, and recommendations on occupancy planning and strategy execution.
10. Support in planning and execution of interior upgrades and renovation works.

11. Perform any other related duties as required in related field.

#### **D. Work relations and contact**

Contacts within ITU Staff at all levels. External contacts within consultants, planners and architects and other companies linked to building matters.

#### **E. Competencies**

**Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

**Essential Functional Competencies:** Analysis, Judgement and Decision Making ☒; Client and Service Orientation ☒; Innovation and Facilitating Change ☒; Leadership ☐; Networking and Building Partnerships ☒; Planning and Organising ☒; Successful Management ☐

#### **Essential Technical Competencies**

Technical knowledge in the competencies of :

- Proficiency in BIM software such as Revit and AutoCAD
- Minimum 1 year of experience in BIM modelling.
- Experience in utilizing occupancy planning software, workplace management tools, and data visualization platforms.
- experience in workplace occupancy planning
- experience with interior office upgrades and renovations is highly desirable

#### **F. Qualifications required**

##### **1. Education:**

A bachelor's degree in architecture, engineering, or a related construction design discipline.

##### **2. Work experience:**

At least two years of progressively responsible experience in the field of the post. Previous experience in BIM Modeling and workplace occupancy and planning.

##### **3. Languages:**

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. Knowledge of a third official language would be an advantage. (Under the provisions of Resolution No. 626 of the Council, a relaxation of the language requirements may be authorized in the case of candidates from developing countries: when candidates from such countries possess a

thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration.)

Both French and English knowledge is an advantage. Used software's and all documents are produced in the English language.

#### **G. Training and Learning Elements:**

The candidate will acquire excellent knowledge and experience of:

- On job training and applying skills at ITU HQ and new building project.
- Used of BIM modeling and workspace planning tools and practices
- Construction and FM business within a UN work environment.
- Working within in house professional team and external consultants.

Learning will be structured and will take place through participation in ITU meetings and/or workshops, by studying ITU reports, surveys, studies or activities related processes, by mentoring/coaching/on-the-job training.

The post holder will be attached to a direct supervisor who will provide learning opportunities by the following means:

- Participation to meetings with all stakeholders and parties involved.
- On-site experience at ITU HQ at the heart of international Geneva.
- Active member of the ITU Building Services and Building Project Team.

#### **H. Additional information regarding the post** *(Additional space for comments that have not been mentioned in the above sections, if any.)*

After 60 years at its current headquarters site in Geneva, the ITU is implementing a major building project, under an overall plan which seeks modernization, and more efficient site management. This process will entail, first, the dismantling of the Varembe building that dates from the early 1960s and no longer meets modern building standards. It will be replaced by the New Building. Business Continuity plan is being put in place to ensure that during construction ITU HQ can operate using entire ITU Campus site.