

## **Vacancy for the Director of the Time Department**

The BIPM (International Bureau of Weights and Measures) is an intergovernmental organization whose mandate is to provide the basis for a coherent system of measurements throughout the world, traceable to the International System of Units (SI). It has an international staff of around 70 and an annual budget of about 13 million euros.

The Time Department is one of four scientific departments at the BIPM. The Time Department computes and disseminates the international reference time scale Coordinated Universal Time (UTC), and provides traceability to the international system of units (SI) to local realizations of UTC maintained in national institutes. For this work, the Time Department collaborates with about 80 time laboratories worldwide, develops algorithms and specific software and has a laboratory appropriately equipped for the calibration of time transfer equipment in the participating institutes. The Department currently has 8 staff.

**The BIPM invites applications for the post of Director of the Time Department, which will fall vacant due to the retirement of the present post-holder in the fourth quarter of 2017. Interviews will be held in the second quarter of 2017.**

### **Duties**

Reporting directly to the BIPM Director, the Director of the Time Department will have the following scientific and management accountabilities:

- Develop and implement a strategy for time and frequency metrology at the BIPM in collaboration with the BIPM Director and the President of the Consultative Committee for Time and Frequency (CCTF); maintaining liaison with national metrology institutes and other stakeholders;
- Lead the scientific work of the department in accordance with the agreed programme of work and budget;
- Promote metrology, particularly time and frequency metrology and the use of timescales, through representational roles to *inter alia* the NMIs, the regional metrology organizations, and intergovernmental organizations bodies with similar objectives to those of the BIPM;
- Provide the Executive Secretary role for the CCTF and liaise closely with the President;
- As a member of the BIPM Management Team, contribute to the development of consensus views on key issues for the operation and development of BIPM, and promote such views with staff;
- Manage the Department's finances and infrastructure through effective budgeting and expenditure control;
- Maintain and personally encourage a culture of working in accordance with the BIPM Health and Safety rules and Quality Manual;
- Manage staff in the Time Dept. including: objective setting and annual reporting;
- Exercise a proper duty of care for staff, seconded staff, interns and visitors to the Department.

## Employment conditions

The BIPM is located at the Pavillon de Breteuil, Sèvres, France, situated in the outskirts of Paris.

The BIPM offers a full-time appointment with an initial probationary period of 6 months. The annual gross salary on appointment will be competitive and will depend on qualification and experience. It is expected that the annual salary offered, which is not subject to income tax in France (but taken into consideration for the calculation of the effective taxation rate depending on the marital situation), will be between 63 305 and 94 000 euros. Allowances are applicable to an expatriate and also depending on family situation. The BIPM provides a pension scheme and health insurance for staff; health insurance can be extended to cover staff dependents. Staff members contribute to both the pension scheme and health insurance.

Further information about the BIPM can be found on the BIPM's website: [www.bipm.org](http://www.bipm.org).

## Qualifications and experience

The successful candidate will be expected to have:

- a PhD or equivalent qualification;
- at least 10 year's experience of time and frequency metrology, the elaboration and dissemination of timescales and the organization of metrology internationally;
- a vision for the interaction of time metrology with related fields of science and applications;
- a fluent level in spoken and written English and a working language level in French (following lessons if necessary);
- the ability to work in a multicultural environment and to maintain good working relations inside and outside the organization;
- management, leadership, communication and inter-personal skills.

## Applications

Applications should be sent to the Director of the BIPM, Dr Martin Milton, BIPM, Pavillon de Breteuil F-92312 Sèvres Cedex France, by 20<sup>th</sup> March 2017 with a copy by email to [ldelloro@bipm.org](mailto:ldelloro@bipm.org).

Applications should include a covering letter, a *curriculum vitae*, a list of publications and the names of two referees. (The referees will be approached to give their opinion on the candidate's suitability for the post, but only after an interview).

Prospective candidates are encouraged to make preliminary contact, in confidence, with either the Director of the BIPM ([martin.milton@bipm.org](mailto:martin.milton@bipm.org)) or the Director of the Time Department, Dr Felicitas Arias ([farias@bipm.org](mailto:farias@bipm.org)).