

### Quality, Health & Safety Manager (A-8/10)

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The International Bureau of Weights and Measures (BIPM), which is based in Sèvres in the outskirts of Paris (France), 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 about 75 and an annual budget of about 13 million euros. Further information about the BIPM can be found on the BIPM's website: [www.bipm.org](http://www.bipm.org).

We seek to recruit an experienced candidate for the following position within the Office of the Director:

**Post:** Quality, Health & Safety Manager  
**Category:** A  
**Grade:** 8 – 10 commensurate with experience and qualifications  
**Deadline date:** 18 August 2017

#### Principal duties and responsibilities:

Under the supervision of the Director, and in close cooperation with the Department Directors, the major responsibilities of the post holder will be:

- To maintain and improve the Quality Management System (QMS) which underpins the BIPM's laboratory activities and conforms to ISO/IEC 17025 (and certain provisions of ISO 17034), and
- To maintain a safe workplace for all BIPM staff and visitors consistent with OHSAS18001.

In support of these objectives, the post holder will:

- Maintain familiarity with best practice (and current legislation, where appropriate) in laboratory quality management systems and safety and continuously seek opportunities for improvement;
- Promote a strong “quality” and “safety” culture at the BIPM by *inter alia* providing training on quality and safety to new and existing staff at all levels;
- Coordinate investigations into complaints and incidents and ensure appropriate action to avoid future recurrence;
- Coordinate internal audits, lead risk assessments and oversee the implementation of identified improvement actions;
- Liaise with other organizations in presenting the BIPM QMS and to manage external audits;
- Manage the electronic document system supporting the QMS and OHSAS and to compile necessary regulatory statistics.

In addition, the post holder will be responsible for the safe, secure and energy efficient operation of the BIPM site. In support of this, the post holder will:

- Lead the process of improving the BIPM's energy efficiency, including coordination of energy and waste management, recycling and environmental health;
- Implement proactive plans to improve site security and maintain awareness of relevant regulations;

- Manage the execution of specific programs (eg fire safety exercises, site access control and building security management);
- Liaise with local and national authorities (eg the Domaine national de Saint Cloud, the Prefecture, the “Brigade des Sapeurs Pompiers de Paris” and other external contacts) on security and health and safety matters.

### **Necessary skills, qualifications and experience:**

- Engineering Diploma or equivalent;
- A minimum of 5 years of experience of Quality Management (according to ISO/IEC 17025) and/or Health and Safety management within a research and development organization;
- Familiarity with OHSAS18001 and/or the French Labor Code will be an asset;
- Experience in leading and carrying out quality audits and risk assessments;
- Good communication skills including the ability to deliver training on quality and safety issues;
- Highly motivated with a good work ethic;
- Strong interpersonal skills and ability to work in a multicultural environment;
- Organization and co-ordination skills;
- Troubleshooting and investigation skills, for example to prevent hazardous situations, identify energy savings opportunities and to support continuous improvement of BIPM’s processes;
- Good written and oral communication skills in English and French are required.

### **Remuneration/Contract:**

The BIPM offers for this position a full-time appointment with an initial probationary period of 6 months. The BIPM offers an annual gross salary on appointment that is competitive and will depend on qualification and experience of the successful candidate.

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 from around 46,700 to around 66,500 euros. Benefits include a minimum of thirty working days’ vacation per year and, when applicable, variance allowances.

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.

### **Applications**

The BIPM encourages applications from persons with relevant qualifications, regardless of gender or nationality. A full Curriculum Vitae (CV) and covering letter (in both English and French) should be sent to [recruitment@bipm.org](mailto:recruitment@bipm.org) , before midnight on 18 August 2017. Applications should include the names of two reference persons who will be asked to comment upon the candidate’s suitability for the post.

Candidates will be contacted in case of selection for an interview during the first half of September: they may also be requested to participate in a practical test and in a telephone interview.

The BIPM Applications Review Board retains the discretion not to make any appointment to this vacancy; to make an appointment at a lower grade in particular if the selected candidate has less than the requested experience; to make an appointment with a modified job description, or to offer a contract term for a shorter duration than indicated in the Vacancy Announcement. The BIPM Applications Review Board reserves the right to undertake correspondence only with shortlisted candidates.