



Bureau International des Poids & Mesures

Vacancy Translator/Librarian

The International Bureau of Weights and Measures (BIPM) in Sèvres, 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 over 70 and an annual budget of about 12 million euros. Further information about the BIPM can be found on the website: www.bipm.org.

Closing date: 6 July 2009

Duties

Under the responsibility of the Head of the Secretariat, the main duties of the Translator/Librarian are:

- **Translation into French from English** of documents which include a number of scientific terms; checking of coherence between the two languages;
- **Organization and management of the library/information resources** and of the archives of the BIPM;
- **Other duties** such as coordination of the management of databases in close cooperation with the other members of the section.

Qualifications

- An advanced university degree or equivalent in literature or science;
- Excellent knowledge of French and English;
- Several years of experience in translation acquired in an international context and/or the framework of a similar employment in the public or private sector, preferably in a scientific environment;
- Very good organizational skills, precision, rigour and autonomy in the management of time, as well as the capacity to plan ahead in order to translate the documents in accordance with agreed deadlines;
- Good knowledge of Microsoft Office (Word, Excel, Access, and Outlook);
- Great aptitude for communication and team work;
- The ability to work in a multicultural environment and to maintain good working relations inside and outside the organization.

Condition of employment

The BIPM offers remuneration and conditions of employment detailed in its *Staff Regulations, Rules and Instructions*, which are comparable with those of other international organizations based in France, and manages its own contributory pension scheme.

Applications

The BIPM encourages applications from both women and men with relevant qualifications. A full *Curriculum Vitae* (C.V.) and covering letter should be sent by paper mail to the Director, BIPM, Pavillon de Breteuil, F-92312 Sèvres Cedex, France, by **6 July 2009**, with a copy by e-mail to: fjoly@bipm.org. Applications should include the names of two referees who will be asked to comment upon the candidate's suitability for the post.