

Job vacancy notice

International Coordination and Communications Officer

The International Bureau of Weights and Measures (BIPM) 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). The BIPM is based in Sèvres, in the outskirts of Paris (France), and has an international staff of about 70. Further information can be found on www.bipm.org.

The BIPM seeks to recruit for the following appointment:

Post Title:	International Coordination and Communications Officer
Grade	A9/A10 (based on qualifications and experience)
Deadline for applications:	15 May 2022 to recruitment@bipm.org
Type of contract:	Permanent full-time contract
Location:	Sèvres (a suburb of Paris) - France

The BIPM is seeking an International Coordination and Communications Officer to join the International Liaison and Strategic Planning Department. The postholder will contribute to the presentation of the work of the BIPM through printed, website and “social” media. The post holder will play a central role in developing the international liaison opportunities for the BIPM and in the production of some of its most important publications (including the peer-reviewed scientific journal [Metrologia](#)).

Principal duties and responsibilities.

Under the supervision of the Director of the Department for International Liaison and Strategic Planning, the post holder will:

- Manage the work of the editorial team of the journal *Metrologia* and lead the review process to maintain and enhance its high standards and broaden its scope.
- Contribute to the liaison work of the BIPM with other international organizations participating in the “International Quality Infrastructure”.
- Contribute to the digital transformation of new and existing database services provided by the International Liaison and Strategic Planning Department and the BIPM policy on digital publications.
- Support the efficient and effective operation of the CIPM Mutual Recognition Arrangement (CIPM MRA) by contributing to the work of the [KCDB](#) (BIPM key comparison database) Office.
- Participate in the work of the [Capacity Building and Knowledge Transfer \(CBKT\)](#) team and in the effective delivery of projects.
- Provide support to the Director of the Department in contributing to the BIPM strategy.

Required qualifications.

Education

- A higher degree (or equivalent qualification) in physical science, engineering, or information technology.

Work experience

- At least 10 years' experience of measurement science, the activities of the National Metrology Institutes (NMIs) and of their digital requirements.
- Some experience with metrology policies and strategies.
- Some knowledge of the operation of the CIPM MRA would be useful.

Skills and competencies

- Good command of modern information and communication technologies.
- Some knowledge of publication databases and platforms would be useful.
- An excellent level of spoken and written English and a working knowledge of French (following lessons if necessary).
- The ability to work in a multicultural environment and to maintain good working relations inside and outside the organization.

Terms of Employment.

The BIPM offers for this position a full-time appointment with an initial probationary period of 6 months which may be renewable once. The annual gross salary on appointment will be competitive and will depend on qualifications and experience. It is expected that the annual gross 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 €59,504 and €70,996.

Benefits include a minimum of thirty working days' vacation per year. The BIPM provides a contributory pension scheme and private health insurance for staff members, which can be extended to cover dependents. In addition, various allowances are applicable, including to an expatriate, depending on family circumstances. More information is available at [General conditions of employment at the BIPM](#).

Applications.

The BIPM encourages applications from qualified candidates regardless of gender. A full curriculum vitae (CV) and a covering letter (in English) should be sent by **15 May 2022** (midnight Paris time) to recruitment@bipm.org. Applications should include the names of two persons who can comment on the applicant's suitability for the post (who will only be contacted with the prior permission of the candidate). Incomplete applications may not be considered.

Only shortlisted candidates will be contacted. They may be invited to take part in a distance written test and/or in a remote interview as part of the selection process, scheduled to start in June 2022. Thereafter, successful candidates will be invited to a face-to-face interview. The selection process may be modified according to the evolution of the current health crisis and any corresponding containment measures.

The BIPM retains the discretion not to make any appointment to this vacancy, to make an appointment at a different grade, to make an appointment with a modified job description, or to offer a contract term for a shorter duration than the one indicated in this vacancy announcement.