

## Liaison Officer – CBKT Programme and KCDB

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The International Bureau of Weights and Measures (BIPM) is an intergovernmental organization mandated 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 <https://www.bipm.org/en/>.

The BIPM seeks a **Liaison Officer - CBKT Programme and KCDB** for the following appointment:

**Grade:** A8/A9 (based on qualifications and experience)

**Application deadline:** 24.04.2023 (23h59 Paris time) to [recruitment@bipm.org](mailto:recruitment@bipm.org)

**Contract:** Full-time 5 year fixed-term contract (with possibility of tenure)

The postholder will work in two key areas of the International Liaison and Communication Department (ILC) of the BIPM:

- the Capacity Building and Knowledge Transfer (CBKT) Programme which aims to increase the effectiveness with which Member States and Associates engage in the world-wide coordinated metrological system.
- the Key Comparison Database (KCDB) contains the Calibration and Measurement Capabilities (CMCs) and key and supplementary comparisons of participating National Metrology Institutes (NMIs). In the coming years this service will be adapted to meet the FAIR principles as part of the BIPM agenda of digital transformation.

### Principal duties and responsibilities

This position is in the ILC Department. Under the supervision of the ILC Director, the postholder will work closely with the KCDB Coordinator and the CBKT Programme Manager, and when required will deputize for them.

### **Principal tasks for the CBKT Programme:**

The postholder will participate in managing and delivering the CBKT Programme through the:

- development and execution of the CBKT Programme strategy.
- development and delivery of the CBKT activities in various forms.
- operation and continuous development of the CBKT resources (webpage, e-learning platform, KCDB CBKT web, etc.).
- communication and promotion of the CBKT Programme.

### **Principal tasks for the KCDB Office:**

The postholder will contribute to the work of the KCDB Office to ensure effective operation of the KCDB web platform including:

- maintenance and development of the web platform.
- processing, publication of CMC and comparison data.
- interface with and providing support to the KCDB user community.
- communication and promotion of the KCDB.

## Required qualifications

### Education

Degree (or equivalent) in physical science, engineering, information technology or another field related to the position.

### Work experience

- At least 5 years of relevant experience.
- Some knowledge on the operation of the CIPM MRA and KCDB would be an advantage.

### Skills and competencies

- A fluent 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.
- Self-motivation, autonomous work style and a willingness to occasional international travel.
- Working knowledge of databases and a willingness to learn more.

### Terms of Employment & Benefits

- Full-time 5-year fixed-term appointment, with possibility of tenure.
- Initial probationary period of 6 months, renewable once.
- Competitive gross annual salary between 52 115 euros and 62 182 euros, depending on qualifications and experience, plus allowances subject to eligibility, including for an expatriate.
- Salaries and allowances exempt from income tax in France.
- Minimum of 30 days paid holiday per year.
- Contributory pension scheme and private health insurance which can be extended to dependants.

[More information on the Benefits & 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 24.04.2023** (23h59 Paris time) to [recruitment@bipm.org](mailto:recruitment@bipm.org). Applications should include the names of two referees 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. Thereafter, successful candidates will be invited to a face-to-face interview. The selection process may be modified.

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.

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