

Vacancy for a Communications Officer

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.

Position

The BIPM invites applications from experienced communications professionals for a **Communications Officer**, a new full time indefinite-term position within the International Liaison and Communications (ILC) Department.

Duties

The post holder will report directly to the Director of the ILC Department. The main task will be to generate, maintain and continuously improve BIPM communications material addressing a range of audiences such as Government officials, National Metrology Institute Directors, specialist scientists, calibration specialists, and the wider community.

The Communications Officer will:

- Work with the BIPM and Departmental Director to develop, implement and maintain a communications strategy for engaging appropriately and effectively with all stakeholders;
- Work with CIPM Consultative Committee Presidents and CC Executive Secretaries to identify and exploit new communications opportunities to raise the profile of the work undertaken by the CCs;
- Interface with the press and organize interviews, radio and TV, and site visits addressing both scientific and institutional matters;
- Generate and coordinate original content for the BIPM website including preparing “news stories” based on discussions with BIPM colleagues.

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 depend on qualification and experience. It is expected to be between 28 000 and 42 000 euros and is not subject to income tax in France. Allowances are payable to staff recruited internationally 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

Qualifications, experience and aptitude

Applicants shall have:

- A degree education, ideally in science or engineering;
- Experience as a professional communicator, ideally with a track record as a Press Officer in a scientific or technical organization;
- A mastery of public information techniques and a thorough knowledge of available communication tools;
- High-level written and spoken English (preferably mother-tongue or bilingual), and the confidence to communicate effectively in written and spoken French;
- The ability to quickly generate high-quality, accurate and attractive web content based on discussions with the scientific staff;
- The ability to work in a multicultural environment and to maintain good relations inside and outside the organization;
- The ability to represent the BIPM (on appropriate occasions) at external meetings;
- A flexible approach, to adapt as the role develops and take on additional tasks;
- Self-motivation and a willingness to undertake occasional travel;

Applications

Applications should be sent to recruitment@bipm.org by **30th April 2017**. Interviews are planned for the 2nd quarter of 2017.

Applications should include a covering letter, a curriculum vitae, examples of published articles or samples of written material prepared entirely by the candidate, and the names of two referees. (The referees will be approached to give their opinion on the candidate's suitability for the post for finalist candidates).

Prospective candidates are encouraged to make preliminary contact, in confidence, with the Director of the International Liaison and Communication Department (andy.henson@bipm.org).

Candidates may be requested to participate in a written test and/or in a telephone interview prior to the final shortlist for interview.