

Secondment opportunity

Executive Secretary of the JCRB - two-year secondment ***International Liaison and Communication Department (ILC)***

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 a secondee to act as the **Executive Secretary** for the **Joint Committee of the Regional Metrology Organizations and the BIPM (JCRB)**:

Executive Secretary of the JCRB

Department:	International Liaison and Communication Department (ILC)
Deadline for applications:	28 February 2021 (midnight Paris time)
Starting date:	beginning June 2021
Contract:	Secondment, 2 years - Fulltime basis
Location:	Sèvres, Paris suburb, France

Principal tasks

Under the direct supervision of the Director of the ILC Department, the successful applicant will act as the administrative and technical secretariat for the JCRB, supporting the operation of the CIPM MRA, including:

Enhancement activities:

- Ensuring and promoting efficient operation of the CIPM MRA, including participation in BIPM Capacity Building and Knowledge (CBKT) Transfer Activities;
- Analysing and reporting performance, proposing and then coordinating follow up initiatives, including those related to policy development.

Operational activities:

- Organising and reporting on JCRB meetings, and following up on agreed actions;
- Advising CC Working Groups, RMO TCs and WGs, NMIs and DIs regarding their engagement in the CIPM MRA processes;
- Working with the KCDB Office regarding the review and publication of CMCs;
- Maintaining the JCRB document suite.

Participation in the wider work of the ILC Department:

- Depending on the experience and background of the post holder, and in order to broaden the experience gained from the Secondment, the expectation is that he/she will be involved in at least one major initiative not directly related to the CIPM MRA.

The work of the JCRB Executive Secretary sits at the hub of world metrology. The postholder interacts directly with many of the key persons from the Regional Metrology Organisations and the NMIs. Previous Executive Secretaries of the JCRB have shown that this job provides an opportunity for career development.

Qualifications and experience

The secondment is open to a staff member of an NMI (or a designated institute) with the following qualifications and experience:

- an interest and successful track record in metrology and institutional liaison, ideally at the international level;
- an aptitude for general liaison work at both technical and formal levels, including some knowledge of the international bodies involved in metrology;
- some experience in the activities included in the scope of work, including direct involvement at some level in the CIPM MRA;
- a professional background in some area of physical or chemical science or engineering;
- a high-level knowledge of written and spoken English;
- self-motivation and a willingness to travel;
- ability to maintain good working relations inside and outside the organization;
- working knowledge of the use of databases and web-based documentation.

Conditions

A **full-time two-year secondment contract** will be arranged. The home institute continues to pay the secondee's salary and related costs for the two-year secondment period. In addition, the BIPM pays an allowance to the Secondee, in Euros, so that the he/she can cover living costs in Paris. The secondee remains an employee of his/her Institute.

The BIPM will also provide support in facilitating the issuance of specific visas if need be and in finding local furnished accommodation.

Since some overlap with the term of the current Executive Secretary is preferred, the selected secondee should be able to take up his/her functions at the BIPM around the beginning of June 2021 and no later than the beginning of August 2021 (the exact date will be agreed between the Director of the seconding organisation and the BIPM Director).

Applications

Informal enquiries can, in the first instance, be made directly to the Director of the International Liaison and Communication Department (Mr Andy Henson, andy.henson@bipm.org) or to the Director of the BIPM.

Applications should be sent to the BIPM Director (Dr Martin Milton, martin.milton@bipm.org) **by midnight, Paris time, on 28 February 2021**. Applications should include a CV with a cover letter and a letter of support from their NMI/DI Director.