

## **Executive Secretary of the JCRB**

The BIPM seeks a secondee to act as the **Executive Secretary** for the **Joint Committee of the Regional Metrology Organizations and the BIPM** (JCRB) for a two-year period from the beginning of 2019. The secondee will work in the International Liaison and Communication Department (ILC) of the BIPM under the direct supervision of the Director of the Department.

### **The tasks assigned to the JCRB Executive Secretary are:**

- 1 To act as the administrative and technical secretariat for the JCRB. This includes:
  - Providing assistance to NMIs and RMOs in matters related to the CIPM Mutual Recognition Arrangement (CIPM MRA);
  - Maintaining the CIPM MRA related documentation and the quality system applied to the operations of the JCRB;
  - Organizing JCRB meetings (with the host organization) including the agenda, meeting documents and report of the meeting;
  - Preparing the annual report on the activities of the JCRB and on the status of the CIPM MRA for the CIPM.
  - Contributing to the development of policy in relation to the operation of the CIPM MRA;
- 2 To coordinate the inter-regional review of CMCs with RMO Representatives and according to JCRB guidelines. This includes:
  - Managing the CMC-review web page and maintaining the CMC-review database;
  - Assisting the KCDB manager in the publication of CMCs;
  - Reporting to the CMC working groups of Consultative Committees on CIPM MRA and JCRB matters and cooperating in the maintenance of Working Group web sites.
- 3 To support the implementation of the recommendations of the recent review of the CIPM MRA. In particular, a new web-based platform integrating the KCDB with the CMCs review and comparison tracking process is under development. The JCRB Executive Secretary will help ensure the success of the new system, and the assigned role and tasks will evolve as the new way of working is rolled out.
- 4 To participate in the wider work of the International Liaison and Communication Department, particularly relating to the BIPM Capacity Building and Knowledge Transfer Program. This may include presenting BIPM's international coordination and liaison activities to visitors and at selected meetings (including meetings with the Regional Metrology Organisation).

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

### **Qualifications and experience**

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

- an interest and successful track record in metrology and institutional liaison 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**

This secondment will be arranged under a full-time two-year contract. The practical arrangements for secondments are that the home institute continues to pay the secondee's salary and related costs for the two-year secondment period. However, the BIPM adds an allowance, paid in Euros, so that the secondee can cover his/her living costs in Paris.

Since some overlap with the term of the current Executive Secretary is needed, the selected secondee should be able to take up his/her functions at the BIPM at the beginning of December 2018 and no later than the beginning of January 2019. (The exact date will be agreed between the Director of the seconding organisation NMI and the BIPM Director).

### **Applications**

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](mailto:andy.henson@bipm.org)) or to the Director of the BIPM.

Applicants should submit a CV with a cover letter and also a letter of support from their NMI Director.

Applications should be sent to the BIPM Director (Dr Martin Milton, [martin.milton@bipm.org](mailto:martin.milton@bipm.org)) by **31 May 2018**.