

Job vacancy notice

Legal advisor

Provide legal advice relating to the functions, structure and activities of the BIPM

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 74. Further information can be found on www.bipm.org.

The BIPM seeks to recruit a legal advisor who will report directly to the Director:

Post:	Legal advisor
Deadline for applications:	27 May 2018
Indefinite-term Appointment - Full-time	

Principal duties and responsibilities

Reporting directly to the Director, the successful applicant will carry out the following duties:

- Provide legal advice on institutional and procedural issues such as the legal status and privileges and immunities of the BIPM and its staff members; drafting correspondence and notes when required;
- Review and provide legal advice in the negotiation and interpretation of legal instruments, such as agreements, memoranda of understanding, or other legal materials relevant to the work of the BIPM;
- Provide legal advice on representation or procedure in BIPM's advisory bodies (e.g. the Pension Fund Advisory Board) and staff liaison bodies (e.g. the Commission for Conditions of Employment);
- Provide legal advice on the elaboration, review, interpretation and application of the regulatory framework of the BIPM, including the Staff Regulations, Rules, Instructions and other administrative issuances;
- Provide legal advice in the negotiation or interpretation of contracts, such as the procurement of goods and services or for the secondment of staff, as well as on issues concerning intellectual property rights and insurance; drafting such agreement when needed;
- Provide legal advice on dispute resolution, including by examining claims by or against the BIPM and its staff members;
- Perform thorough legal research and analysis for the preparation of legal opinions, studies, reports or correspondence;
- Perform other duties as assigned.

In addition, in close coordination with the BIPM Director's Office and the International Liaison and Communication department, the successful applicant will:

- Review and provide legal advice on the drafting, negotiation, interpretation and implementation of agreements with States or other international organizations;
- Liaise with representatives of other organizations and represent the BIPM in meetings on matters of mutual interest or cooperation;
- Support the Director in maintaining relations and Protocol with public institutions in France (e.g. ministries, embassies, etc.).

Skills, qualifications and experience

- Advanced university degree (Master's degree or equivalent) in international law or a related field of law;
- At least seven years relevant working experience in an international Organization;
- Excellent written and oral communication skills in French and English;
- Good communication and inter-personal skills, capacity to work in a team, to focus on the objectives, to priorities, and to work in reliable autonomy;
- Sense of commitment, rigor, precision, transparency and a proactive approach on attaining objectives;
- 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 an indefinite-term appointment, full-time basis, with an initial probationary period of 6 months renewable once for a period of 6 months at a maximum.

The annual gross salary will be **from 67 000 to 70 000 Euros**, depending on qualifications and experience, plus expatriate and family allowances (if eligible). Salaries and allowances are exempt from income tax in France but taken into consideration for the calculation of the effective taxation rate depending on the marital situation.

Benefits include a minimum of thirty working days' vacation per year. The BIPM provides a contributory pension scheme and private health insurance for staff; health insurance can be extended to cover dependents.

Applications

The BIPM encourages applications from persons with relevant qualifications and experience, regardless of gender or nationality.

Please send a C.V. and a covering letter (in French and in English) to recruitment@bipm.org by **midnight on 27 May 2018**. Applications should include the names of two persons who can comment on their suitability for the post (who will only be contacted with the prior permission of the candidate).

Candidates will be contacted in case of selection for an interview and may initially be requested to participate in a telephone interview. These are expected to take place in June.

The BIPM retains the discretion not to make any appointment to this vacancy; to make an appointment at a different grade in particular if the experience of the selected candidate differs from that requested; to make an appointment with a modified job description, or to offer a contract term for a shorter duration than indicated in this Vacancy Announcement. The BIPM reserves the right to undertake correspondence only with shortlisted candidates.