



CIML 16 N° 243/SP

21 November 2016

Call for candidates – BIML Assistant Director

At its 51st Meeting in October 2016 the International Committee of Legal Metrology (CIML) adopted Resolution no. 2016/04:

“The Committee decides that the vacant position of a BIML Assistant Director be advertised after the 51st CIML Meeting, following the respective regulations set out in OIML B 7:2013 *BIML Staff regulations*, and OIML B 13:2004 *Procedure for the appointment of the BIML Director and Assistant Director*,

With a view that a new BIML Assistant Director be appointed at the 52nd CIML Meeting.”

Information about the OIML, the BIML, and the position of Assistant Director is given in the Annex to this circular. Candidates are also encouraged to familiarize themselves with the content of the OIML website at <https://www.oiml.org/en>.

Submissions must include a detailed CV, a certified diploma, certified transcripts, references and a personalized letter of motivation (see Annex), and should be sent directly to the BIML Director no later than **February 17th, 2017**.

By post to:
Mr. Stephen Patoray
BIML Director
11 rue Turgot
75009 Paris
France

By email to:
AD_position@oiml.org

A selection committee will conduct a preselection and will invite the preselected candidates to an interview in Paris. Based on this interview, the selection committee will make a single selection to present to the CIML.

If any additional information is required regarding the selection criteria or the terms and conditions of the position, including the remuneration package, please contact the BIML Director, Mr. Stephen Patoray (AD_position@oiml.org).



ANNEX

Position information

Assistant Director, International Bureau of Legal Metrology (BIML)

THE OIML

The International Organization of Legal Metrology (OIML) is an intergovernmental treaty organization, established in 1955 in order to promote the global harmonization of legal metrology procedures that underpin and facilitate international trade. Its membership includes Member States, countries which participate actively in technical activities, and Corresponding Members, countries which join the OIML as observers. It covers some 88 % of the world's population and 98.5 % of its economy. OIML Member State delegations, observers from Corresponding Members and some international and regional institutions assemble every four years as the International Conference on Legal Metrology to define general policy and budget for the Organization. The International Committee of Legal Metrology (CIML) is the steering committee for the OIML. The CIML meets annually to review the Organization's technical progress and administrative operations. The Committee is composed of one appointed representative from each OIML Member State.

THE BIML

The International Bureau of Legal Metrology (BIML), located in Paris, is the Secretariat and Headquarters of the OIML, ensuring the day to day running of activities and the planning of longer term actions. It coordinates and informs Members of the CIML of technical work undertaken by OIML Technical Committees, organizes OIML Conference and Committee Meetings, and manages the finances of the Organization. Further information on the OIML may be obtained from our website at <https://www.oiml.org/>.

The BIML consists of a Director and two Assistant Directors, appointed by the CIML, and additional personnel recruited by the Director.

The tasks assigned to the BIML are described in the *Convention establishing the OIML* (Basic Publication OIML B 1, which can be downloaded from the OIML website).

POSITION OF BIML ASSISTANT DIRECTOR

Reporting to the BIML Director, you will be a part of a small but highly motivated team which is committed to removing technical barriers to international trade and enhancing the economic and social wellbeing of countries throughout the world, in particular those with emerging metrology systems.

You will liaise with other international bodies such as the WTO, CODEX, UNIDO, the World Bank and major worldwide infrastructure bodies such as the BIPM, ILAC, ISO and the IEC in order to improve the effectiveness of the organization.



You will create and nurture high-level professional relationships internationally and possess the ability to communicate clearly and effectively with stakeholders at all levels. You thrive in leading projects, whilst still being able to involve others in your decision-making process in order to make well-founded decisions based on consensus, and understand the need to report back to your hierarchy on a regular basis.

This is an exciting and challenging position that will take advantage of your exceptional analytical and project management skills and your ability to harness and process information both with your external contacts and with your colleagues. The successful applicant will possess relevant engineering or science qualifications with a thorough knowledge of legal metrology.

French is the official language of the organization and publications are available in both French and English languages. However, the working language of the BIML and of the technical activities is English; fluency in both English and French will be an advantage. Any additional foreign language ability would also be welcome.

The detailed conditions are described in OIML Basic Publication B 7 *BIML Staff regulations* which can be downloaded from the OIML website.

The contract of the BIML Assistant Director is initially signed for a five-year period and may be renewed by the CIML if considered appropriate. The position is based in Paris, France and extensive travel is involved. Candidates must be prepared to spend frequent periods away from home.

SALARY

The salary range for the position of an Assistant Director can be found in the Staff regulations and corresponds to Annex 2, Scale E, from Grade 541 to 972 on the BIML salary grid, which represents a starting annual gross salary of approximately 69 600 € (the price index as of July 2016 was approximately 128.7).

For staff from countries other than France, there is an additional expatriation allowance of 14 % for singles and 18 % for married staff.

Employee social security / national insurance charges are about 12.2 %.

Applicants should write a motivation letter in English explaining why they believe they are suitable for the position and, in addition, should address each of the selection criteria below, preferably by means of examples.

1. Science or engineering degree
2. Expertise and experience in legal metrology
3. Expertise and experience in certification systems
4. Personal drive and integrity (see OIML B 7, Annex 3)
5. Communication in both spoken and written English
6. Willingness to communicate in French (and other languages if any)



RESPONSIBILITIES AND DUTIES OF THE BIML ASSISTANT DIRECTOR

- Act as Executive Secretary for the OIML Certification System as specified in OIML B 18 *OIML Certification System Framework Document*
- Act as BIML contact and provide support for certain OIML technical committees, sub-committees and project groups
- Act as BIML contact for certain organizations in liaison with the OIML
- Assist the BIML Director, BIML Assistant Director and other staff members on technical issues
- Provide secretarial support to the Regional Legal Metrology Organization (RLMO) Round Table
- Assist the BIML Editor in reviewing technical content of articles for suitability for publication in the OIML Bulletin