



Executive Secretary of the JCRB

The BIPM seeks an Executive Secretary for the JCRB.

Scope of work

Under the direct supervision of the Director of the BIPM, the selected secondee will perform various activities which include:

1. Coordination of the inter-regional review of CMCs.
 - 1.1. Communication with RMO Representatives and technical contacts;
 - 1.2. Updating the CMC-review web page and maintaining the CMC-review data base;
 - 1.3. Verification that CMC files meet JCRB guidelines;
 - 1.4. Following up of the CMCs review process;
 - 1.5. Assisting the KCDB manager in the publication of CMCs;
 - 1.6. Attending CMC working groups of Consultative Committees and cooperating in the maintenance of Working Group web sites;
 - 1.7. Providing assistance to NMIs and RMOs in matters related with the CIPM Mutual Recognition Arrangement (CIPM MRA);
 - 1.8. Maintaining the CIPM MRA related documentation and the quality system applied to the operations of the JCRB.
2. Administrative and technical secretariat for JCRB meetings.
 - 2.1. Organizing the JCRB meetings including announcement, logistics (with the host organization) and meeting documents (posted on the JCRB web page);
 - 2.2. Running the JCRB website;
 - 2.3. Drafting reports of meetings;
 - 2.4. Preparing the annual report on the activities of the JCRB and on the status of the CIPM MRA for the CIPM;
 - 2.5. Following up on actions agreed by the JCRB and the development of policy positions in relation to the operations of the CIPM MRA.
3. In addition, in association with the BIPM's International Liaison Officer, the postholder will be involved in a number of additional activities, which will include:
 - 3.1. Working on the BIPM's international coordination and liaison activities;
 - 3.2. Promoting the Metre Convention and the CIPM MRA.
4. Perform other duties as required by the Director.

Qualifications

The post is an ideal one for a staff member of an NMI (or a designated institute) who has the following qualifications:

- a sound professional background in some area of physical or chemical science;
- an interest and successful track record in international metrology at least at the regional level and ideally also at the international level;

- aptitude for general liaison and interaction at both technical and formal levels with the increasing number of international bodies with which the BIPM maintains and is developing collaborations and relationships;
- significant experience of some or all of the activities included in the scope of work;
- aptitude for organization of Committee meetings and web-based documentation;
- ease of personal relationships in an international context;
- self motivation;
- willingness to travel;
- ability to maintain good working relations inside and outside the organization;
- high-level knowledge of written and spoken English.

Conditions

This position will be arranged under a full time two-year secondment 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 selected secondee can cover his/her living costs in Paris.

Some overlap with the current Executive Secretary is needed, so the selected secondee should be able to take up his/her functions at the BIPM no later than the beginning of February 2011¹.

Applications

Enquiries can in the first instance be made directly to the Director of the BIPM, Professor Andrew Wallard (awallard@bipm.org) although formal applications must be made through NMI Directors and should arrive at the BIPM by **1 August 2010**.

¹ Tentative date. Final date to be arranged with current and future Executive Secretaries