



Vacancy Secretary/Publications Assistant Full-time two-year fixed-term appointment

The International Bureau of Weights and Measures (BIPM) in Sèvres, France, 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). It has an international staff of over 70 and an annual budget of about 13 million euros. Further information about the BIPM can be found on the website: www.bipm.org.

Closing date: 15 March 2010

Duties

The BIPM wishes to recruit a full-time Secretary/Publications Assistant for a two-year fixed-term appointment. The Secretary/Publications Assistant will join an interdisciplinary team providing support in the preparation and follow-up of international meetings organized at the BIPM and the publication of a wide range of documents. The BIPM produces a number of publications including a website in English and French, English and French reports of various meetings, and an English-language scientific journal, *Metrologia*.

Under the responsibility of the Head of the Communication and Information Section, the Secretary/Publications Assistant will carry out the following duties:

Secretariat:

- Bring support to other colleagues of the Section in the preparation and follow-up of meetings;
- Provide secretarial assistance to the Directors of the BIPM's scientific Departments in their role as Executive Secretaries of the Consultative Committees;
- Carry out other tasks as requested.

Publications:

- Maintain the flowchart for the publications process;
- Deal with the page layout for the BIPM's publications, produce and check PDF versions for printing and for publication on the website, deal with the printers, and archive the electronic files;
- Assist in maintaining parts of the website through set procedures, maintain the associated databases, and support the Section's filing system;
- Carry out other tasks as requested.

Qualifications

Applicants should have :

- A Bac + 2 (or equivalent) in Secretariat and/or Publications;
- 2 to 5 years' experience in a business environment. Experience in an international organization would be an advantage;
- A good practical knowledge of Microsoft Office (MS Word, Access, Excel, Outlook);
- Experience in compiling large documents and collating comments. Some knowledge of HTML would be an advantage;
- An eye for detail, an excellent level of French and a good knowledge of English, since many BIPM publications are bilingual;
- Excellent organizational skills;
- The ability to work in a multicultural environment and to maintain good interpersonal working relations inside and outside the organization.

The successful candidate will be versatile and willing to learn.

Employment conditions

The BIPM offers a full-time two-year fixed-term appointment. The BIPM offers salaries and terms of employment in accordance with its *Staff Regulations, Rules and Instructions*, which are comparable with those of other international organizations based in France, operates its own contributory pension scheme and subscribes to a private medical insurance for its staff and their families.

Applications

The BIPM encourages applications from both women and men with relevant qualifications. A full *Curriculum Vitae* (C.V.) and covering letter should be sent by paper mail to the Director, BIPM, Pavillon de Breteuil, F-92312 Sèvres Cedex, France, by **15 March 2010**, with an electronic copy to: fjoly@bipm.org. Applications should include the names of two referees who will be asked to comment upon the candidate's suitability for the post. The BIPM will contact short-listed applicants and invite them for an interview: they may be requested to take a written test.