



Bureau International des Poids & Mesures

Job Vacancy

Publications Officer

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 12 million euros. Further information about the BIPM can be found on the website: www.bipm.org.

Closing date: 20 October 2009

The BIPM wishes to recruit a full-time Publications Officer to join an interdisciplinary team providing support for the publications of the BIPM. The BIPM has three main types of publications: its website in English and French, English and French reports of various meetings, and an English-language international scientific journal, *Metrologia*, dealing with pure and applied metrology.

Duties

The main duties of the Publications Officer are to:

- assist in the drafting and correction of English texts;
- take a lead in the publication of the BIPM's bilingual (English and French) website.

Qualifications

Applicants should have:

- A scientific degree, and preferably a PhD;
- Experience of editing English-language texts acquired preferably in an international publishing environment; previous experience of web publishing would be an advantage;
- An eye for detail, an excellent knowledge of English and a working knowledge of French;
- A good knowledge of Microsoft Office (Word, Excel, Access, and Outlook);
- A great aptitude for communication and team work;
- The ability to work in a multicultural environment and to maintain good working relations inside and outside the organization.

Condition of employment

The BIPM offers remuneration and conditions of employment detailed in its *Staff Regulations, Rules and Instructions*, which are comparable with those of other international organizations based in France. It manages 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 **20 October 2009**, with a copy by e-mail to: fjoly@bipm.org. The selected applicants may be requested to take a practical test and only short-listed applicants shall be invited for an interview. Applications should include the names of two referees who will be asked to comment upon the candidate's suitability for the post.