



Organisation Internationale de Métrologie Légale
International Organization of Legal Metrology

Technical Officer

Salary:	BIML salary scale D (starting annual base salary approximately €59 000), plus applicable allowances and benefits
Contract:	Full-time, initially for five years, with the possibility of conversion to an indefinite-term appointment
Location:	International Bureau of Legal Metrology (BIML) 11 rue Turgot, Paris, France
Start date:	June/July 2027 (exact date to be agreed)
Application deadline:	30 October 2026, 17:00 CET

1 The opportunity

The International Bureau of Legal Metrology (BIML) is seeking an experienced, proactive, and highly organized **Technical Officer** to play a key role in managing the development and revision of the technical publications of the International Organization of Legal Metrology (OIML).

This is a unique opportunity to contribute to the development of internationally recognised technical publications, monitor and report on their progress, support international cooperation in legal metrology, and help strengthen confidence in measurement systems that underpin trade, consumer protection, health, safety, and regulatory compliance worldwide.

As Technical Officer, you will have primary responsibility for coordinating and managing the development and revision of OIML technical publications, one of the Organisation's key outputs. You will also contribute to a range of operational, administrative and governance activities within the BIML and the OIML.

As the focal point for technical publication development, the position is important to the work of the entire Organisation and involves regular engagement with OIML Member States, technical experts, stakeholders and the Organisation's governing bodies.

The role will also involve managing projects and processes for consideration by the Organisation's governing bodies, monitoring progress and risks, and identifying opportunities to improve the efficiency and effectiveness of the Organisation's systems, processes and procedures.



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2 Why join the OIML?

- Contribute to the work of a respected international organization with global reach and impact.
- Work in a collaborative and multicultural environment with colleagues and stakeholders from around the world.
- Take ownership of a broad and influential role with significant scope for improvement and innovation.
- Be based in central Paris, with opportunities for international engagement and travel.
- Benefit from a competitive remuneration package and international staff benefits.

3 Key responsibilities

Technical publication development and project management

- Coordinate and manage the development and revision of the OIML's technical publications in accordance with the OIML technical directives, including monitoring and reporting on progress.
- Provide project management support and advice to conveners of OIML Project Groups and other technical groups.
- Manage the administration and maintenance of Project Group Workspaces and associated project documentation.
- Monitor project risks, including delays, governance issues and scope changes, and identify and implement appropriate corrective actions.
- Administer and further develop the digital technical project reporting tools.
- Support the preparation and organization of international meetings, both in-person and online, including the annual meeting of the International Committee of Legal Metrology (CML).
- Contribute to digitalization and artificial intelligence initiatives within the Organization, particularly those relating to the development of technical publications.
- Develop, review and implement policies, procedures, and systems that support efficient technical publication processes.
- Identify opportunities for continuous improvement and lead or contribute to initiatives to improve the efficiency and effectiveness of technical publication processes.
- Develop, review and implement policies, procedures, and systems that support efficient and effective processes business operations and workplace safety.
- Contribute to organizational planning, operational governance and other administrative activities as required.

Stakeholder engagement and organisational support

- Build and maintain effective working relationships with key stakeholders throughout the life-cycle of OIML technical publications, particularly Project Group conveners.



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- Provide professional, strategic and operational support to OIML Members, technical experts and other stakeholders.
- Prepare reports, correspondence, presentations, and other organizational communications.
- Act as a professional and responsive point of contact for OIML Members and external stakeholders.
- Support effective communication and collaboration across the BIML and OIML.
- Contribute to a positive, collaborative and high-performing workplace culture.

4 The ideal candidate

You are an experienced, technically capable and solutions-oriented professional with a strong background in technical publication or standards development, project management, stakeholder engagement and process improvement.

You are able to understand, apply and improve complex processes and procedures, while ensuring that projects are delivered efficiently, consistently and on time. A key measure of success in this role will be the effective coordination and timely delivery of OIML technical publications.

You have sound judgement and excellent organizational and liaison skills with the ability to manage multiple priorities in a dynamic international environment.

You are confident working independently, managing multiple priorities and taking responsibility for delivering results. You demonstrate discretion, professionalism, attention to detail, and a strong commitment to quality.

Most importantly, you are motivated by improving systems and processes to enable an international organization to operate more effectively.

5 Essential requirements

- Significant professional experience in project management relating to technical publication or standards development, ideally within an international organization or national standards-setting body.
- Excellent proficiency in the use of relevant software, including the Microsoft Office suite, with particular proficiency in Microsoft Word and Excel. Experience with Microsoft Visual Basic or similar tools would be advantageous.
- Demonstrated experience in reviewing, developing and improving organizational processes, procedures, or systems.
- Excellent written and spoken English; knowledge of French would be an advantage.
- Strong stakeholder engagement, relationship-management, and interpersonal skills.
- Excellent organizational skills, attention to detail, and ability to manage competing priorities and deadlines.
- Ability to exercise sound judgement, maintain confidentiality, and work with a high degree of professionalism.
- A minimum of five years' relevant professional experience.

6 Desirable background

The following would be considered an advantage:

- Experience working in an international organization, standards-setting body, governmental institution, or similar environment.
- Strong experience in business administration and the development, implementation and improvement of organisational procedures and systems.
- Experience coordinating or contributing to international meetings, conferences, or events.
- A university qualification in engineering, project management, or a related discipline.
- Relevant professional qualifications or equivalent professional experience.

7 Employment conditions

The position requires occasional travel within France and internationally.

Some remote working is possible, and flexible office hours are available.

Shortlisted candidates will be required to provide a police record check from their relevant jurisdiction. The BIML may also undertake appropriate background checks, including verification of professional affiliations, to assess candidates' suitability for appointment.

8 Salary and benefits

In addition to the base salary, internationally recruited staff members may be entitled to an expatriation allowance equal to 14 % of gross salary for a single staff member or 18 % for a staff member who is married or has a recognized partner.

Additional benefits may include family allowances, education allowances, and relocation assistance, subject to eligibility.

Full details of employment conditions are available in the [BIML Staff Regulations \(OIML B 7\)](#).

9 Application and selection process

The BIML welcomes applications from qualified candidates of all backgrounds, and is committed to fostering an inclusive, respectful, and diverse workplace.

You are invited to submit your curriculum vitae and a covering letter, both in English, outlining your motivation for applying for this opportunity and demonstrating how you meet the requirements of the position. Applications should be sent to recruitment@oiml.org by **30 October 2026, 17:00 CET**.

Your application should include the names and contact details of two referees who can comment on your suitability for the position. Referees will only be contacted with your prior permission.

Applications will not be acknowledged. Only shortlisted candidates will be contacted, and may be invited to take part in an online or in-person interview as part of the selection process.

The BIML reserves the right not to fill this position, to appoint at a different grade, to modify the position profile, or to suspend, reissue, or terminate the recruitment process at any time.

10 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, and Corresponding Members. The OIML is an “international standard-setting body” in the sense of the World Trade Organization’s Technical Barriers to Trade Agreement.

The OIML develops model regulations, International Recommendations, and related publications for use by legal metrology authorities and industry.

More information about the OIML can be found [here](#)

11 The BIML

The BIML is the secretariat of the OIML and is located at 11 rue Turgot, Paris, France.

Its main roles are to:

- provide secretariat support to the OIML Conference and the International Committee of Legal Metrology (CML);
- support the OIML Technical Committees and Subcommittees and to publish OIML publications (Recommendations, Documents, Guides, etc.);
- provide communication via multiple channels with the OIML membership and other stakeholders;
- support the OIML Digitalisation Task Group (OIML DTG), its work programme and initiatives;
- support the operation and management of the OIML Certification System (OIML-CS) through the provision of the OIML-CS Executive Secretary and the registration of certificates;
- assist in the development of legal metrology in countries and economies with emerging metrology systems (CEEMS) through the provision of training materials, seminars and other activities; and
- establish and maintain liaisons with other international organisations that have an interest in legal metrology.