Organisation Internationale de Métrologie Légale
International Organization of Legal Metrology

Assistant Director
Technical and Mutual Recognition

Salary:	BIML salary scale E (starting annual base salary approximately €86 000), plus applicable allowances and benefits
Contract:	Full-time, five-year contract, with the option of extension
Location:	International Bureau of Legal Metrology (BIML) 11 rue Turgot, Paris, France
Start date:	December 2027 (exact date to be agreed)
Application deadline:	18 December 2026, 17:00 CET

1 The opportunity

The International Bureau of Legal Metrology (BIML) is seeking an internationally focused, experienced, proactive, and highly organized **Assistant Director (Technical and Mutual recognition)** to manage the technical publications and mutual recognition system workstreams of the International Organization of Legal Metrology (OIML), including the staff who support these functions.

As Assistant Director, you will support international cooperation in legal metrology, and help strengthen confidence in measurement systems underpinning trade, consumer protection, health, safety, and regulatory compliance worldwide. You will also assist and support the overall management, operations, and governance of the BIML.

The successful candidate will be an effective leader and communicator, capable of building and maintaining high-level professional relationships with international counterparts and engaging confidently with stakeholders at all levels. You will be comfortable leading projects and managing complex workstreams while fostering collaboration, involving colleagues in decision-making and reaching sound decisions through consensus where appropriate. You will also recognize the importance of clear accountability and regular reporting to the BIML Director.

As Assistant Director (technical and mutual recognition) you will play a leadership role within the Organisation, working closely with OIML Members, technical experts, and other stakeholders, and supporting the work of the Organisation's governing bodies.

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

2 Why join the BIML?

- 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

Mutual recognition arrangements and technical publication management

- As Executive Secretary, manage all aspects of the OIML Certification System (OIML-CS), the mutual recognition system of the OIML,, including its continued recognition by relevant International Organisations, maintaining all of the supporting documentation, including Operational and Procedural documentation, registration of certificates and organising associated meetings.
- Management of the functions and the staff associated with OIML technical publication development and the OIML-CS.
- Managerial oversight of the development and revision of the OIML's technical publications in accordance with the OIML technical directives, and monitoring and reporting on progress.
- Provide assistance with the financial management of the BIML.
- Cultivate high-level professional relationships both internally and externally, including across organisations and internationally.
- Provide support regarding project management to conveners of OIML Project Groups and other technical groups.
- Act as the interface between OIML technical publication development and the OIML-CS, including reinforcing and reviewing procedures and reporting, both internally and externally.
- Monitor and report on risks, governance issues, service levels and scope changes concerning the OIML-CS, and identify and implement appropriate corrective actions.
- Explore, propose, and implement digital solutions regarding OIML-CS Certificates to streamline the administrative processes of the system.
- Manage the organisation and the operation of the annual OIML-CS Management Committee Meeting (in-person or online) and contribute actively to the preparation and organization of other international meetings, both in-person and online, including the annual meeting of the International Committee of Legal Metrology (CIML).
- Contribute to digitalization and artificial intelligence initiatives within the Organization, particularly those relating to the development of technical publications and the OIML-CS.
- Develop, review, and implement policies, procedures, and systems that support the efficient operation of the OIML-CS.

- 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, especially concerning the OIML-CS and OIML technical publications, particularly Project Group conveners.
- Provide professional, strategic and operational support to OIML Members, OIML's governing bodies, technical experts and other stakeholders.
- Prepare reports, correspondence, presentations, and other organizational communications, including social media engagement and other appropriate and relevant platforms.
- 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, qualified, technically capable, and solutions-oriented leader with a strong background in mutual recognition, technical publication or standards development, project management, as well as staff resource management, stakeholder engagement and process improvement skills and experience.

You understand, apply and improve complex processes and procedures, while ensuring that services and projects are delivered efficiently, consistently and on time.

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

You are confident working independently, managing staff and multiple priorities simultaneously, and taking responsibility and accountability for delivering results. You demonstrate leadership, strategic thinking, an aptitude for engaging with best-practice, 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

The following are essential requirements:

- Strong leadership and management experience with responsibility and accountability for managing and administering work streams and the development, implementation and improvement of organisational procedures and systems.
- High levels of demonstrated professional experience in project management relating to technical publication or standards development.
- Extensive experience in programme management, including staff management.
- Demonstrated experience in simultaneously managing multiple projects and priorities.
- Leadership experience and accountability regarding the collection, management and reporting on results, and identifying and reporting on risks, and opportunities.
- Excellent proficiency in the use of relevant software, including the Microsoft Office suite, with particular proficiency in Microsoft Word and Excel.
- Demonstrated high-level experience in reviewing, developing and improving organizational processes, procedures, or systems.
- Fluency in English; the working language of the Organisation.
- Demonstrated high-level stakeholder management skills, both internally and externally, including across organisations and internationally.
- Superior organizational skills, including demonstrated attention to detail, and the ability to manage competing priorities and deadlines.
- Demonstrated skills concerning sound judgement, confidentiality, diplomacy, and working with a high degree of professionalism.
- A minimum of eight years' relevant professional experience.

6 Desirable background

The following background and skills would be considered an advantage:

- Experience working in an international organization, standards-setting body, governmental institution, or similar environment.
- Experience coordinating or contributing to international meetings, conferences, or events.
- Experience with digital tools and SMART publications.
- A relevant university qualification.
- Relevant professional qualifications or equivalent professional experience.
- Written, spoken, and listening French language skills and/or a commitment to achieve a good working level.
- Good knowledge of other language(s) would be an asset.

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.

Details of employment conditions are available at
https://www.oiml.org/en/publications/basic/en/files/pdf_b/b007-e26.pdf.

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.

Please send a curriculum vitae (CV) and a covering letter, both in English, outlining your motivation for applying and demonstrating how you meet the requirements of this position, to assistantdirector@oiml.org by 18 December 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 at www.oiml.org

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 CIML;
- 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-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.