



Organisation Internationale de Métrologie Légale
International Organization of Legal Metrology

Operations and contracts manager

Salary:	BIML salary scale C (starting annual base salary approximately €40 000), 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:	March 2027 (exact date to be agreed)
Application deadline:	31 July 2026, 17:00 CEST

1 The opportunity

The International Bureau of Legal Metrology (BIML) is seeking an experienced, proactive, and highly organized **Operations and contracts manager** to play a central role in the effective operation of its international headquarters in Paris.

This is a unique opportunity to contribute to a global intergovernmental organization that supports international cooperation in legal metrology and helps facilitate confidence in measurement systems that underpin trade, consumer protection, health, safety, and regulatory compliance worldwide.

Reporting directly to the BIML Director, you will manage the Bureau's core operations and lead all contract administration, while overseeing office functions, procurement, stakeholder engagement, and organizational support. As a trusted adviser and key point of contact and coordination within the Bureau, you will help ensure the efficient delivery of BIML programmes and services while identifying opportunities to improve systems, processes, and organizational effectiveness.

2 Why join the BIML?

- Contribute to the work of a respected international organization with global reach and impact.
- Work in a collaborative, multicultural environment with 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.



Organisation Internationale de Métrologie Légale
International Organization of Legal Metrology

3 Key responsibilities

Office and business operations

- Plan, organize, coordinate, and oversee the administrative and operational activities of the BIML.
- Develop, review, and maintain policies, procedures, and frameworks relating to business operations, business continuity, and workplace safety.
- Promote continuous improvement and implement efficient administrative processes.
- Support organizational planning and contribute to a positive, collaborative, and high-performing workplace culture.

Procurement and contract management

- Manage procurement and contract administration activities across the Bureau.
- Coordinate requests for tender and other procurement processes in accordance with organizational requirements.
- Monitor contractual obligations and support effective supplier and service-provider relationships.
- Contribute to financial administration and operational governance activities.

Executive and stakeholder support

- Provide high-level administrative and coordination support to the Director.
- Manage schedules, meetings, and organizational engagements.
- Organize and coordinate meetings, events, workshops, and stakeholder activities in Paris and internationally.
- Prepare reports, correspondence, presentations, and other organizational communications.
- Serve as a professional point of contact for OIML members and external stakeholders.

4 The ideal candidate

You are a capable and solutions-oriented professional with strong experience in office management, administration, or business operations. You combine sound judgement with excellent organizational skills and are comfortable managing multiple priorities in a dynamic international environment.

You are confident working independently while building productive relationships with colleagues, suppliers, and stakeholders from diverse cultural and professional backgrounds. You demonstrate discretion, professionalism, attention to detail, and a commitment to delivering high-quality outcomes. Most importantly, you enjoy identifying opportunities to improve systems and processes and helping organizations operate more effectively.



Organisation Internationale de Métrologie Légale
International Organization of Legal Metrology

5 Essential requirements

- Significant experience in office management, administration, business operations, project coordination, or a related field.
- Demonstrated experience in procurement and contract administration.
- Experience reviewing, developing, or improving organizational processes, procedures, or systems.
- Excellent written and spoken communication skills in both English and French.
- Strong stakeholder engagement, relationship-management, and interpersonal skills.
- Excellent organizational skills, attention to detail, and the ability to manage competing priorities and deadlines.
- Ability to exercise sound judgement, maintain confidentiality, and work with a high degree of professionalism.
- Minimum of five years' relevant professional experience.

6 Desirable background

The following would be considered an advantage:

- Experience within an international organization, standards-setting body, governmental institution, or similar environment.
- Experience with business continuity, workplace safety, governance, compliance, or financial-management frameworks.
- Experience coordinating international meetings, conferences, or events.
- University qualification in business administration, law, finance, public administration, project management, or a related discipline.
- Relevant professional qualifications and equivalent 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 OIML may also undertake appropriate background checks, including a review of professional affiliations, to assess candidates' suitability for appointment.



Organisation Internationale de Métrologie Légale
International Organization of Legal Metrology

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) which can be downloaded from

<https://www.oiml.org/en/publications/basic>

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 for this opportunity and demonstrating how you meet the requirements of this position to recruitment@oiml.org by 31 July 2026, 17:00 CEST.

Your application should include the names 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.