Position Profile

Coordinator: Digital, editorial, reporting, and communications

The International Bureau of Legal Metrology (BIML) is looking to recruit a high performing, strongly motivated and experienced Coordinator to plan, lead and coordinate the digital, editorial, reporting and communications functions of the Organisation.

The opportunity

The BIML is looking to recruit a high performing and strongly motivated person to plan, lead, and coordinate the digital, editorial, reporting and communications functions of the Organisation.

As an accomplished digital, communications and operations professional with extensive experience and knowledge, you will provide specialist technical and organisational leadership, management, coordination and advice on digital matters for the Organisation. In addition, you will provide editorial, communications and reporting functions to internal and external stakeholders, and you will contribute to the implementation of digital initiatives, including supporting the effective management of change.

You will assist and coordinate digital service and supply arrangements, ensuring that they deliver high quality services that add to the effectiveness and efficiency of BIML digital offerings, together with maintaining and improving technology services.

Some of the key duties of this role comprise:

- coordinating the Organisation’s digital functions, including support and coordination given to its IT operations;
- developing business plans, procedures, processes and operational plans for digital and IT service and product delivery;
- writing and editing content for internal and external electronic and print communications including the website and intranet, social media, media releases, brochures, presentations and other media and channels;
- maintaining and updating the content of the intranet and external facing websites;
- expanding, enhancing and managing the Organisation’s communication, outreach and engagement, including evolving and recrafting online and digital content to ensure that it is fit-for-purpose, contemporary and best-practice for an International Organisation;
- exploring and implementing alternative methods of digital service and product delivery across all areas of the Organisations’ operations, including its technical publications, and best-practice technological and project management operations;
• ensuring a culture of teamwork and information exchange; and
• coordinating and enhancing the reporting functions on the Organisation’s activities.

The ideal candidate

You are an accomplished digital, communications and operations professional with the ability to apply your strategic thinking and leadership experience alongside your operational and technical expertise to lead projects and drive positive outcomes within a complex environment.

You have a reputation as a trusted advisor, supported by your credibility, collaborative style and exceptional relationship building, communication, negotiation, influencing and interpersonal skills.

You leverage your strategic expertise and your hands-on approach to work collaboratively with staff at all levels and internal and external stakeholders across multiple disciplines to build and maintain trust, confidence and to effectively solve problems with a “can-do” attitude to drive the achievement of organisational goals and objectives, in a climate of internal and external change.

Requirements

The role has the following selection criteria:

• digital literacy, capability and extensive experience in the planning, leadership and management of digital operations service operations, editorial and communication services;
• experience in leading and managing multi-disciplinary functions to achieve and report on required outcomes;
• ability to build capability within and across functional areas and encouraging innovation;
• extensive experience in stakeholder engagement and communications;
• ability to work in a fluid environment by remaining flexible, agile and adaptable;
• demonstrated in-depth knowledge of best practice in digital and IT governance;
• proven analytical abilities with the ability to propose and facilitate change and contribute to business improvement strategies;
• excellent communication and writing skills in both English (native level) and French languages; and
• excellent organisational skills and the ability to meet deadlines whilst maintaining accuracy and attention to detail.

Education

A degree (higher level degree, masters level or equivalent is preferred) in engineering, communications, information technology, or project management.

Work experience

At least 8 years’ experience in a leadership, project management, or communications role, ideally with experience in, or exposure to, an international organisation or standards-setting institution.
Employment terms

The successful candidate may be appointed at BIML salary index point Scale D Grade 1 (373) which has an approximate annual base salary of 56 000 EUR, or at Scale E Grade 1 (541) which has an approximate annual base salary of 82 000 EUR, based on skills, experience, qualifications and expertise demonstrated against the “Requirements”, “Education”, and “Work experience” sections of this position profile.

Expatriate staff members are entitled to an expatriation allowance equalling 14 % of gross salary for a single staff member and 18 % of gross salary for a staff member who is married or who has a partner.

The position is based at the BIML, which is located at 11 rue Turgot, Paris, France.

More information on employment conditions can be found here.

How to apply

The BIML encourages applications from all qualified candidates regardless of gender, age, race, or sexual orientation.

A full curriculum vitae (CV), a covering letter (in English) outlining your motivation for applying for the vacancy, and your response to the “Requirements”, “Education”, and “Work experience” sections of this position profile should be sent to: director@oiml.org by 17:00 UTC+2 on 26 August 2024.

Applications should include the names of two persons (referees) who can comment on the applicant’s suitability for the position. Referees will only be contacted with the prior permission of the candidate.

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

The BIML reserves the right not to make any appointment to this position, to make an appointment at a different grade, to make an appointment with a modified position profile or to suspend, reissue or terminate this recruitment process at any time.

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.
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 (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 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.