

2023-9-29

Member Services Manager – EURAMET e.V.

Location of headquarters: Braunschweig, Germany

EURAMET e. V. is a non-profit association under German law, whose members are the National Metrology Institutes from 39 European States. We coordinate measurement research, the traceability of measurements to the SI units, international recognition of national measurement standards and oversee the system in Europe for mutual recognition of Calibration and Measurement Capabilities between countries. Through knowledge transfer and cooperation among our members EURAMET facilitates the development of the national metrology infrastructures. EURAMET is also responsible for the implementation of a metrology research programme jointly funded from national sources and the EU's framework programme.

We are looking for a Member Services Manager to lead the team of eight EURAMET employees providing services to our members. Duties include:

- Direction and supervision of the team, including human resource management and financial planning.
- Operation of all members services including preparation of governance meetings, minute keeping and follow-up between meetings.
- Maintaining relationships with the International Bureau of Weights and Measures and the other Regional Metrology Organisations outside Europe.
- Coordination of CIPM-MRA management and respective development in collaboration with EURAMET TCs in the frame of the implementation of CIPM MRA.
- Knowledge transfer to members and associates including facilitating access to training materials.
- Development of EURAMET processes and guidance documents in collaboration with technical committees.
- General support to the technical committees, European Metrology Networks, and their Chairs.

The Member Service Manager has an overall responsibility in implementing the decisions of EURAMET General Assembly and Board of Directors related to members services. He reports to the General Secretary. The Member Service Manager is also a member of the Management Board which is responsible for the overall operation of the secretariat.

About half of the team works in the headquarters in Braunschweig, Germany, the other half in homeoffice in different European countries. The location of the Member Service Manager at the headquarters is preferred, but working in homeoffice from a European member state is possible.

Experienced at a senior management level, you will have at least 3-year experience in working at a National Metrology Institute or a Designated Institute and knowledge of how metrology is organised internationally. We expect you to have the ability to work in a multinational organisation that serves the varying cultural needs of its members, connecting people and their different interests. You are able to manage a team partially working from outside the headquarters and are able to guarantee an efficient and good working atmosphere. Supported by a team of administrators, communications specialists, technical contacts, contract, and finance experts, you will use your excellent

communication skills, scientific and financial experience to ensure that EURAMET maintains its reputation as the outstanding example of international cooperation in metrology.

The employment contract will be concluded for an indefinite period. The salary for the post will be over 80 k€ a year depending on experience.

For more information, please see

www.euramet.org

or contact:

EURAMET General Secretary, Dr. Mikko Merimaa, Mikko.Merimaa@euramet.org

Please submit your application to:

EURAMET Legal Advisor, Jan Rethmeier Jan.Rethmeier@euramet.org

Closing date for applications is 22nd October 2023, interviews will be held online.