**JCTLM Global Learning and Outreach Specialist: Secondment Opportunity to BIPM**

**Secondment Description**  
The JCTLM Database of reference materials, methods and services is being upgraded to operate with a web-based nomination and review process, which will go into full operation of 1 January 2027. Delivery of a prototype is foreseen on 1 September 2025. Implementation of the system will require developing training materials and running training sessions for both reviewers and nominators based on a thorough knowledge of the JCTLM database and system. The secondee will be required to gain a full knowledge of the JCTLM system and database application and develop training materials and train those that will be using the system, as well as developing material to promote the JCTLM Database to IVD industry, regulators and other stakeholders.

**Period of Secondment: 1 September 2025 to 30 June 2027 (end date negotiable at least 31 December 2026)**

**Main Responsibilities**

1. **Development of JCTLM Database user instructions and testing** 
   * Undertake internal testing of web-based JCTLM database nomination and review prototype and develop instructions for use for nominators and reviewers .
   * Coordinate external beta testing of the JCTLM database with an external expert group and identify improvements and modifications to the database and update supporting documentation
   * Contribute to the development of instructions for the back-office operation of the JCTLM database to meet quality management system requirements.
2. **Trainings and training material development**
   * Development of training materials including eLearning to support submissions and reviews of nominations for the JCTLM database that are required to demonstrate compliance with ISO 15193 and 15194
   * Organize online training for the Laboratory Medicine standardization community preparing to submit nominations to the JCTLM database
   * Organize online training for JCTLM Review Team Members and JCTLM Database vice Chairs for their roles in the JCTLM nomination review process database
3. **Promotional material development and delivery**
   * Develop promotional material for traceability in laboratory medicine and JCTLM for use in conferences and events targeted at the IVD industry and regulators
   * Promote the JCTLM activities at a limited number of selected events and within budgetary limits
   * Review the three JCTLM website for consistency and ease of use and propose improvements for these for implementation by BIPM and IFCC
4. **Support for JCTLM Database nominators and reviewers**
   * Provide response to queries from both nominators and reviewers related to the use of the web-based JCTLM DB nominations and review process and information requirements for compliance demonstration

**Required Skills**

* In depth understanding of Metrology in Chemistry and Biology and its application in the field of laboratory medicine and knowledge of ISO 17511, 15193, 15194and 15195
* Experience working with the BIPM KCDB and/or JCTLM databases
* Ability to work in a team and with committees and work to consensus
* Experience in developing procedures to support compliance with ISO standards
* Ability to write technical documentation (manuals, guides) and develop training videos and run online and training programmes
* Fluent in both written and spoken English
* Ability to give comprehensive presentations focused on specific audiences focusing on Metrology applied to the field of Laboratory Medicine

**Reporting:**

The secondment is within the BIPM Chemistry Department and the secondee reports to the Department Director and will work in close collaboration with the JCTLM Database Coordinator who has responsibility for the JCTLM DB development project.

**Timetable of JCTLM Database Development:**

December 2024 JCTLM TG on Database expansion to review mock-ups

January 2025 Completion of the mock-ups and technical specification

September 2025 Prototype platform available for internal testing

January 2026 Prototype platform operational and available for beta testing by external users

May 2026 Training material for the new platform available

June 2026 Training platform available for users

December 2026 Launch of the new platform

1 January 2027 New platform in use for JCTLM Nominations

30 May 2027 Deadline for JCTLM submissions in 2027

**Interested candidates should contact Dr R. Wielgosz** [**rwielgosz@bipm.org**](mailto:rwielgosz@bipm.org)