



## VACANCY NOTICE

**Ref.: COI AV-4/18**

<b>TYPE OF RECRUITMENT COMPETITION:</b>	Based on merits and competitive examinations
<b>TITLE OF POST :</b>	Head of the Legal Department
<b>CATEGORY AND GRADE:</b>	Administrative category, Grade 9 – Step 1
<b>LOCATION:</b>	Madrid, Spain
<b>TYPE OF RECRUITMENT :</b>	*Local or international as appropriate
<b>TYPE OF APPOINTMENT:</b>	**Fixed-term (4 years, with the possibility of renewal for a maximum of 4 years)
<b>PROBATIONARY PERIOD:</b>	8 months
<b>PREFERRED STARTING DATE:</b>	May 2018
<b>AGE LIMIT :</b>	Not more than 60 at the time of appointment
<b>CLOSING DATE FOR RECEIPT OF APPLICATIONS :</b>	26 March 2018 at midnight (time at Madrid, Spain).
<b>ADDRESS FOR THE RECEIPT OF APPLICATIONS:</b>	iooc@internationaloliveoil.org

*\* Candidates are considered to be locally recruited when they fulfil one of the following two conditions: they are nationals of the headquarters country (Spain) or, upon recruitment, they have lived for at least one year without interruption in the headquarters country.*

*\*\* In accordance with article 13.2 of the Staff Regulations, the length of the appointment is permanent in the case of existing staff with an open-ended contract.*



**The IOC will not cover any travel or other expenses relating to the competition process.**

Any enquiries regarding the statutory terms of employment may be addressed to the IOC Executive Secretariat (Príncipe de Vergara 154, Madrid, 28002, Spain; e-mail: [ioc@internationaloliveoil.org](mailto:ioc@internationaloliveoil.org)).

**BACKGROUND**

The International Olive Council (IOC) is the international, intergovernmental organisation mandated to administer the International Agreement on Olive Oil and Table Olives. It is an international forum for stakeholders in the olive and olive oil world and as such carries out numerous activities for the benefit of its member countries.

The IOC is served by an Executive Secretariat headed by an Executive Director, which is responsible for implementing its decisions and strategy and serving the needs of the Organisation. It currently has five official languages (Arabic, English, French, Italian and Spanish), two of which are working languages (English and French).

This announcement is to invite applications for the post of Head of the Legal Department of the Executive Secretariat of the IOC.

**DESCRIPTION OF DUTIES**

Under the supervision of the Executive Director, the incumbent will be responsible for the following duties and responsibilities:

- 1- Partnership and support
  - Advise the IOC structures (Council of Members, Executive Secretariat Committees, etc.)
  - Draw up and monitor template agreements
  - Draft strategic contracts and tender specifications
  - File agreements and contracts
- 2- Litigation and general rules and regulations:
  - Litigation
    - Manage pre-litigation
    - Coordinate and monitor IOC interests in court cases
    - Monitor enforcement of judgments



-3-

- General rules and regulations:
  - Ensure fulfilment of legal obligations, particularly contracts
  - Identify legal problems and propose solutions
  - Propose the review of procedures entailing legal risks
  - Ensure legal oversight of all rules and regulations and case law
  - File legal dossiers and circulate information

3- Act as interim internal comptroller

### **ELIGIBILITY CRITERIA**

- Citizenship of one of the Members of the IOC;
- Good health (the Executive Secretariat may require the candidate to undergo a medical examination);
- Good knowledge of English or French (minimum level C1) as well as another official language of the IOC;
- University Degree (5 years of university studies in law or similar);
- Minimum of six years' experience in similar areas.

### **OTHER REQUIREMENTS**

- Availability at the preferred starting date;
- Competency in the use of IT tools (Word, Excel, PowerPoint, Outlook, etc.);
- Skills: responsibility, aptitude for self-learning, teamwork, autonomy, adaptability, good inter-personal skills, good communication and drafting skills ;
- Knowledge of the language of the headquarters country (Spanish);
- Knowledge of international public law and Spanish law;
- Knowledge of public administration in international organisations;
- Availability to travel.

Candidates will be selected without distinction as to race, sex or religion.



## RECRUITMENT PROCESS

### APPLICATION

Candidates are requested to send a cover letter, completed application form (available online in the Vacancies section of the IOC website: <http://www.internationaloliveoil.org>) and full CV to the Executive Secretariat of the IOC at following e-mail address: [iooc@internationaloliveoil.org](mailto:iooc@internationaloliveoil.org).

Please remember to state the vacancy notice number (COI AV-4/18) in the subject line of your cover email.

The closing date is midnight (time at Madrid, Spain), 26 March.

Submitting an application for this competition implies that the candidate accepts the terms and conditions set out in this vacancy notice.

#### **Documents to be presented together with the application form:**

- Cover letter
- Photocopy of university degrees
- Documents providing proof of professional experience
- Documents providing proof of language skills
- Photocopy of passport (main page) or national identity document (DNI) in the case of local candidates
- Full CV
- Any other documentation considered relevant by the candidate.

### EVALUATION PROCESS

The paramount consideration in this recruitment procedure is to secure the services of a person displaying the highest standards of efficiency, competence and integrity. Due regard will also be paid to the principles of proportionate alternation and geographical equilibrium set forth in article 7, paragraph 4(b) of the International Agreement on Olive Oil and Table Olives, 2015.

An external recruitment agency may be used to help the Executive Secretariat in the selection process, namely to verify the eligibility criteria (languages, degrees, experience, etc.).

At the end of the first stage of the evaluation process, a shortlist will be drawn up and the selected candidates will move on to the next stage.

The evaluation criteria are the following:



Evaluation :	
<b>I- Dossier:</b>	Maximum 50 points (candidates scoring below 31 will be disqualified)
Studies:	Maximum 15 points (candidates scoring below 9 will be disqualified)
Experience:	Maximum 20 points (candidates scoring below 11 will be disqualified)
Languages:	Maximum 15 points (candidates scoring below 9 will be disqualified)
<b>II- Written examinations:</b>	Maximum 50 points (candidates scoring below 31 will be disqualified)

Any undocumented experience will not be taken into consideration in the final score.

Candidates scoring less than 31/50 in the evaluation of their dossier will automatically be disqualified.

The candidates included in the shortlist will move on to the next stage of a written examination for the evaluation of their knowledge in relation to the responsibilities of the post. The date and place of the written examination will be communicated to the candidates on the short list.

Candidates scoring less than 31/50 in the written examination will automatically be disqualified.

The remaining candidates will move on to the next stage of interviews with the Selection Committee, which may be assisted by an external recruitment agency, and which will present its conclusions and recommendations to the Executive Director.

## NOTIFICATION OF OUTCOME

All candidates will be informed of the outcome of the recruitment procedure via email before the end of April 2018.



INTERNATIONAL  
OLIVE  
COUNCIL

CONSEJO  
OLEICOLA  
INTERNACIONAL

CONSEIL  
OLEICOLE  
INTERNATIONAL

CONSIGLIO  
OLEICOLO  
INTERNAZIONALE

المجلس  
الدولي  
للزيتون

-6-

The candidates authorise the IOC to use the data and information contained in their applications to conduct the selection process and, to this end, to transmit them to a recruitment agency, responsible for advising the IOC in the process. Additional information may be requested by the selection agency as part of this process. The selected candidate also authorised the publication of the outcome, including his or her name and nationality, on the website of the IOC.

NB: The staff members of the Executive Secretariat are not authorised to engage in remunerated activities or political activities, or hold another position outside the International Olive Council, whether on a continuous or intermittent basis.

\*\*\*