



VACANCY ANNOUNCEMENT

Ref: COI AV-6/2021

RECRUITMENT TYPE	Based on merits and an exam
JOB TITLE	Mail register and inventory management
CATEGORY AND GRADE	General Service Category, Grade 1 - Step 1
LOCATION	Madrid, Spain
RECRUITMENT TYPE	Local
APPOINTMENT TYPE	¹ Fixed term (4 years)
PROBATIONARY PERIOD	8 months
DESIRED START DATE	March 2022
AGE LIMIT	Under 60 years of age at the time of application
DEADLINE FOR RECEIPT OF APPLICATIONS	28 January 2022 at midnight (Madrid time, Spain).
ADDRESS FOR SENDING APPLICATIONS	iooc@internationaloliveoil.org
LEGAL CONDITIONS OF EMPLOYMENT	See attached note

The IOC will not cover travel or other costs related to the application process.

¹ In accordance with article 13.2 of the Staff Regulation, the duration of the appointment is permanent in the case of statutory staff with an indefinite contract.



I- BACKGROUND

The International Olive Council (IOC) is the international, intergovernmental organization charged with administering the International Agreement on Olive Oil and Table Olives, 2015. It is an international forum for agents of the olive oil and table olive sector and organises numerous activities for of its member countries.

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

The purpose of this notice is to invite applications for the position of Mail Register and Inventory Management at the Executive Secretariat.

II- FUNCTION DESCRIPTION

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

1) Mail register and inventory management

- ✓ *Preparation and postage of general correspondence*
- ✓ *Internal mail distribution*
- ✓ *Preparation of samples, brochures and manuals*
- ✓ *Response to people who contact the IOC (at reception or by phone)*
- ✓ *Reproduction of the documentation provided*
- ✓ *Binding of documentation*
- ✓ *Filing of documentation for all IOC meetings*
- ✓ *Monitoring of the operation of all headquarters photocopiers*
- ✓ *Physical inventory management*
- ✓ *Inventory management*

2) Secretariat of the Executive Director

- ✓ *Prepare draft correspondence for the Executive Director*
- ✓ *Follow up on the instructions of the Executive Director*
- ✓ *Manage records of meetings, missions and various activities of the Executive Director*
- ✓ *Administer incoming mail to official IOC email addresses*
- ✓ *Provide support to the team reporting directly to the Executive Director*



3) Supervision and interim

- ✓ *Acting as the Assistant to the Executive Director*

III- ELIGIBILITY REQUIREMENTS

- Citizenship of one of the IOC Member States²;
- Good health (the Executive Secretariat may require the candidate to undergo a medical examination);
- Education and experience: Vocational or secondary education with at least three years of relevant work experience.
- Languages: Good command of English or French (minimum level B2) and knowledge of at least one of the other official languages of the Organisation (knowledge of Spanish in particular and of any other language would be an asset).

Language proficiency must be certified in writing or confirmed by a level test conducted by the IOC.

- Computer literacy. Minimum requirements are: Word, Excel, PowerPoint user level. In-depth knowledge of Excel will be particularly appreciated.
- Knowledge of operation and handling of reprographic and bindery equipment, basic maintenance of equipment and filing of documents.

IV- CANDIDATE

Applicants are requested to send the documents listed below to the Executive Secretariat at the following email address: iooc@internationaloliveoil.org.

1. Completed application form (available online in the Vacancies section of the IOC website: <http://www.internationaloliveoil.org>)
2. Cover letter
3. Educational qualifications
4. Documents proving professional experience
5. Documents proving language skills
6. Photocopy of passport (main page) or national identity document for European candidates
7. Complete CV

² The list of IOC members can be found at:
<https://www.internationaloliveoil.org/about-ioc/list-of-ioc-members/>



8. Any other documentation deemed relevant by the applicant (optional)

Documents must be submitted duly numbered with the above-mentioned number and separated by a cover page indicating the name of the document and the number assigned.

The vacancy announcement number (COI AV-6/21) should be indicated in the subject line of the email.

The closing date is 28 January 2022 at midnight (Madrid time, Spain).

Applying for this role implies that the candidate accepts the terms and conditions set out in this vacancy notice.

V- ASSESSMENT PROCESS

1. General principles

The most important consideration in recruiting is to secure the services of people with the highest standards of efficiency, competence and integrity.

In accordance with the IOC Staff Regulations, the qualifications and expertise of candidates already working for the Organisation will also be taken into account.

Recruitment is conducted without distinction as to race, religion or sex.

2. Screening process

2.1. First step

After the closing date for applications, an evaluation committee will review the applications submitted by the candidates and examine all profiles to verify the eligibility and suitability of the candidates for the post, in accordance with the minimum requirements stipulated in the vacancy notice.

Any applicant who fails to submit all required documentation in the required form and time may be automatically disqualified.



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At the end of the first phase of the evaluation process, a shortlist will be established. Shortlisted candidates will proceed to the next phase. Successful candidates will be duly informed.

2.2. Second step

This stage consists of a **written exercise**: The written exercise will assess the competencies and skills expected of successful candidates and will generally focus on the technical competencies described in the vacancy.

The written examination will be conducted online. The day and time of the exam will be communicated in due course.

ASSESSMENT CRITERIA

The evaluation criteria are as follows:

Evaluation:	
I- Dossier	Maximum 60 points (candidates who score below 35 will be disqualified)
Education + Relevant work experience in the field of the position	Maximum 25 points (candidates who score below 15 will be disqualified)
Languages	Maximum 15 points (candidates who score below 10 will be disqualified)
Computer skills	Maximum 15 points (candidates who score below 8 will be disqualified)
Knowledge of reprography and bookbinding	Maximum 5 points (candidates who score below 2 will be disqualified)
II- Written exam	Maximum 40 points (candidates who score below 25 will be disqualified)

Dossier: Candidates who score less than 35/60 points in the evaluation of their file will be automatically disqualified.

Written examination: Candidates scoring less than 25/40 marks in the written examination will be automatically disqualified.



VI- MAINTENANCE

If the Executive Secretariat deems it necessary, a candidate who has successfully completed the above steps may be invited to an interview, which will usually take place at IOC Headquarters (Madrid) but may, if necessary, be conducted online. Interviews may focus on competencies and candidates may be asked to describe a relevant concrete example from their personal work experience that is relevant to the competencies required by the IOC. Interviews may also include motivational questions as well as technical questions.

VII- RESULT NOTIFICATION

The process will conclude with the selection of a candidate for the position. A waiting list will be established with the most qualified candidates who have not been selected. The Executive Secretariat will inform the selected candidate and the candidates on the waiting list of the outcome of the recruitment process by email.

Applicants authorise the IOC to use the data and information contained in their application to carry out the selection process. Additional data may be requested throughout the process. The selected candidate also authorises the publication of the results of the recruitment, including their name and nationality, on the IOC website.

NB: Staff of the Executive Secretariat shall not be allowed to engage in any remunerated activities, political activities or employment outside the IOC, either continuously or intermittently.



EXPLANATORY NOTE

Salary: Gross: €27 564 per year. Net: €22 791 per year.

Insurance: The IOC shall cover life insurance, supplementary accident insurance and health insurance. The latter may also be taken out for dependants.

Provident fund: At the end of the probationary period (eight months), the staff member participates in a pension fund which will be given to them at the end of their contract. They contribute 7.9% of their gross salary. The IOC also contributes 7.9% of the staff member's gross salary to this fund.

The official's contribution to the pension fund and health insurance scheme (25% of the insurance premium for the official and each dependant) shall be deducted from the official's net monthly salary.

Dependency allowance: Staff with dependants under the Staff Regulations receive an allowance for each dependant: spouse (€1 460/year); child (€1 488/year); and/or secondary dependents (€105/year).

Education grant: officials are entitled to a 75% reimbursement of specific education expenses of their dependent children, up to €900 per year per dependent child or €9 452.12 per year in the case of a dependent child with a disability.

Any request concerning the other statutory conditions of recruitment should be addressed to:
iooc@internationaloliveoil.org