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VACANCY NOTICE

VACANCY ANNOUNCEMENT: COI/AV-1/2024

TYPE OF RECRUITMENT COMPETITION:	Based on merits and competitive examinations
TITLE OF POST:	Head of the Administrative Management and Human Resources Unit
CATEGORY AND GRADE:	Administrative category, Grade 6 – Step 1
LOCATION:	Madrid, Spain
TYPE OF RECRUITMENT:	*Local or international, as appropriate
TYPE OF APPOINTMENT:	**Fixed-term (4 years)
PROBATIONARY PERIOD:	8 months
PREFERRED STARTING DATE:	January 2025
AGE LIMIT:	No older than 60 years of age at the time of the application submission deadline.
CLOSING DATE FOR RECEIPT OF APPLICATIONS:	15 October 2024 at midnight (Madrid time, Spain)
PLACE OF RECEPTION OF CANDIDACIES:	iooc@internationaloliveoil.org

The IOC will not cover any travel or related expenses for the recruitment process.

** Candidates are considered locally recruited if they meet one of the following two conditions: they are nationals of the headquarters country (Spain), or they have lived continuously in the headquarters country for at least one year prior to recruitment.*

*** According to Article 13.2 of the Staff Regulations, the length of the appointment shall be permanent in the case of statutory staff already holding an indefinite contract.*



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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: iooc@internationaloliveoil.org).

No contact with the Administrative Management and Human Resources Unit is permitted under any circumstances.

I- BACKGROUND

The International Olive Council (IOC) is the international, intergovernmental organisation tasked with administering the International Agreement on Olive Oil and Table Olives, 2015. It serves as a global forum for stakeholders in the olive oil and table olive sector, carrying out numerous activities to benefit its member countries.

The IOC is supported by an Executive Secretariat, headed by an Executive Director, which is responsible for implementing the Organisation's decisions and strategies, and addressing its needs. The IOC operates in five official languages (Arabic, English, French, Italian, and Spanish). English and French serve as the primary working languages of the Executive Secretariat.

This vacancy announcement invites applications for the position of Head of the Administrative Management and Human Resources Unit within the Executive Secretariat of the IOC.

II- DESCRIPTION OF DUTIES

The incumbent will be responsible for the following key tasks and responsibilities:

Mission:

- ✓ Implement rules and procedures related to staff activities, ensuring efficient work practices.
- ✓ Adopt measures to promote effective resource management and achieve the Organisation's objectives.

Lines of activity:

- ✓ Administrative management of all IOC staff.
- ✓ Management and supervision of resource allocation regarding jobs and payroll.
- ✓ Management and supervision of movable and immovable property and stocks.
- ✓ Implementation of human resources management policies.
- ✓ Provide staff with support, advice, and information.
- ✓ Coordination with the Executive Secretariat's team and support in the performance of activities.
- ✓ Management and monitoring of the budget and four-year plan.
- ✓ Providing occasional ad interim coverage for the Head of the Financial Management Unit, if needed.



III- ELIGIBILITY CRITERIA

1. General requirements:

- Citizenship from an IOC member country.
- Good health (the Executive Secretariat may require the candidate to undergo a medical examination).

2. Academic requirements:

- University qualifications (5 year bachelor's degree, Master's degree or equivalent) in economics/management, law, business management, public administration, or similar. Another university degree may be considered provided that the candidate has experience in the required subjects.

3. Experience:

- Minimum of eight years' experience in a similar position, with at least three years of management experience.
- Advanced knowledge of public management (budget preparation and expenditure management).

4. Languages:

- Good command of English or French (B2), as well as at least one other official language of the Organisation.
- The command of the languages must either be certified in writing or confirmed by a level test conducted by the IOC.

5. Computer skills:

- Computer literacy. The minimum requirements include proficiency in Word, Excel, and PowerPoint at user level. Advanced knowledge of Excel is particularly valued.

6. Assets:

- Knowledge of public management
- Knowledge of international organisation procedures
- Advanced financial knowledge
- Spanish language skills
- Availability on the date of recruitment
- Availability to travel



IV- RECRUITMENT PROCEDURE

IV.1. APPLICATION

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

1. A completed application form (available online in the 'Vacancies' section of the IOC website: <http://www.internationaloliveoil.org>)
2. Cover letter
3. Photocopy of the candidate's university/bachelor's degree
4. Documents providing proof of professional experience
5. Documents providing proof of language skills
6. Photocopy of the candidate's passport (main page) or national identity document (DNI) in the case of local candidates
7. Full CV
8. Any other documentation considered relevant by the candidate (optional) shall be considered an asset

The documents must be submitted, duly numbered with the aforementioned number, and separated by a cover page displaying the document's name and the assigned number.

Please remember to state the vacancy notice number (COI AV1/2024) in the subject line of your email.

The deadline for receipt of applications is 15 October 2024 at midnight (Madrid time, Spain).

The submission of an application implies that the candidate accepts the terms and conditions set out in this vacancy notice.

IV.2 ASSESSMENT PROCESS

IV.2.1. General principles

The overriding consideration in this recruitment process is to secure the services of people with the highest standards of ability, competence, and integrity.

Therefore, in accordance with the IOC Staff Regulations, applications from people already working within the Organisation will be given the highest consideration for their qualifications and expertise.

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



The assessment criteria are as follows:

Assessment:	
I- Dossier:	Maximum 100 points (candidates scoring below 50 will be disqualified)
Studies	Maximum 30 points (candidates scoring below 15 will be disqualified)
Relevant professional experience in the same field as the position	Maximum 40 points (candidates scoring below 20 will be disqualified)
Languages	Maximum 25 points (candidates scoring below 13 will be disqualified)
Other	Maximum 5 points (candidates scoring below 2 will be disqualified)
II- Written examination:	Maximum 100 points (candidates scoring below 55 will be disqualified)

IV.2.2. Screening Process

Step one

After the deadline has passed, the Evaluation Committee will examine the submitted files and review all profiles to verify the eligibility and suitability of the candidates for the position, in accordance with the minimum requirements outlined in the vacancy notice.

Any applicant who fails to submit the form and all required documents by the deadline will be automatically disqualified.

At the end of the first stage of the assessment process, a shortlist will be compiled, and the selected candidates will proceed to the next stage. Successful candidates will be notified.

Step two

A **written exercise** will assess the competences and skills expected of successful candidates, primarily focusing on the technical competences outlined in the vacancy notice.

Depending on the circumstances, the exam will take place either online or at the IOC headquarters. The shortlisted candidates will be notified of the date and time of the exam.

Candidates who score below 55 will be automatically disqualified.



At the end of the second stage of the assessment process, a final list of at least two candidates will be compiled. The selected candidates will be notified.

Successful candidates will then proceed to the interview phase. The Evaluation Committee will present its findings and recommendations to the Executive Director.

IV.2.3. Interview

Candidates who pass the written examination will be invited to an interview, which will typically take place at the IOC headquarters in Madrid. If necessary, the interview can be conducted online or by telephone. The interviews will focus on the candidates' competences, requiring them to provide concrete and relevant examples of their professional experience related to the IOC. Interviews may also include motivational and technical questions.

IV.2.4. Notification of results

The recruitment process will conclude once a candidate is selected for the position and a waiting list is compiled. The Executive Secretariat will notify the successful candidate and those on the waiting list of the outcome by email.

Applicants authorise the IOC to use the data and information provided in their application to carry out the recruitment process. Additional information may be requested as part of this process. The successful candidate also authorises the Executive Secretariat to publish the result of the recruitment process, including their name and nationality, on the IOC website.

NB: Executive Secretariat staff are not permitted to engage in any paid or political activities, nor to hold any other position outside the IOC, either continuously or intermittently.

Until the contract is signed, the IOC may cancel the recruitment process, with no entitlement to claims from candidates. Such a decision will be motivated and communicated to the candidates.



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EXPLANATORY NOTE

Head of Unit

Salary: Gross: €160,925/year. Net: €90,738/year.

Insurance: The IOC shall cover life insurance, supplementary accident insurance and health insurance. Health insurance can also be taken out for dependents.

Provident fund: At the end of the probationary period (eight months), staff participate in a Provident (retirement) Fund. They contribute 7.9% of their gross salary to this fund. In addition, the IOC contributes 7.9% of the staff's gross salary to this fund.

The share of staff contribution to the Provident Fund and to the health insurance scheme (25% of the insurance premium of the staff member and the dependent) are deducted from their net pay for each pay period.

Dependency allowance: According to the provisions of the Staff Regulations, staff with dependents receive an allocation for each dependent: spouse (€412.6/month); child (€168.70/month) and/or secondary dependents (€351.60/year).

Education grant: Staff are entitled to a 75% reimbursement of specific education expenses, up to €7 089.12/year for each dependent child or €9 452.12 for a dependent child with a disability.

Any enquiries regarding other statutory terms of employment may be addressed to: iooc@internationaloliveoil.org