



INTERNATIONAL  
OLIVE  
COUNCIL

CONSEJO  
OLEICOLA  
INTERNACIONAL

CONSEIL  
OLEICOLE  
INTERNATIONAL

CONSIGLIO  
OLEICOLO  
INTERNAZIONALE

المجلس  
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## VACANCY NOTICE

### VACANCY ANNOUNCEMENT: COI/AV-1/2025

<b>METHOD OF RECRUITMENT:</b>	Based on merits
<b>TITLE OF POST:</b>	Head of the Financial Management Unit
<b>CATEGORY AND GRADE:</b>	Administrative category, Grade 6 – 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)
<b>PROBATIONARY PERIOD:</b>	8 months
<b>STARTING DATE:</b>	Preferably September 2025
<b>AGE LIMIT:</b>	No older than 60 years of age on 31 August 2025
<b>CLOSING DATE FOR RECEIPT OF APPLICATIONS:</b>	15 April 2025 at midnight (Madrid time, Spain)
<b>PLACE OF RECEPTION OF CANDIDACIES:</b>	<a href="mailto:iooc@internationaloliveoil.org">iooc@internationaloliveoil.org</a>

**The IOC does not cover travel or related expenses incurred during 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](mailto:iooc@internationaloliveoil.org)).

No contact with the Financial Management 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 Financial Management Unit within the Executive Secretariat of the IOC.

## II- DESCRIPTION OF DUTIES

The incumbent will be responsible for the following key responsibilities:

Mission:

Reporting directly to the Deputy Executive Director in charge of administrative and financial matters, the Head of the Unit will be responsible for coordinating and regulating activities relating to the preparation of budgets, the registration of operations in the IOC's accounting books, ordering of payments and the preparation of documents and financial statements. The Head of the Unit will ensure the smooth budgetary, accounting and cashbook operations of the Executive Secretariat. Their main tasks are:

- ✓ Implement rules and procedures relating to financial and accounting activities
- ✓ Check and guarantee the accuracy of IOC accounts
- ✓ Ensure the reliability of budgetary implementation and manage payments



Main tasks:

- 1- Ensure the accounting function and the smooth operation of budgetary, cash flow and financial accounting
- 2- Manage treasury and petty cash payments
- 3- Establish and validate accounting systems and methods
- 4- Coordinate activities relating to the preparation of the annual budget
- 5- Prepare and present accounts and accounting in compliance with the IOC Financial Regulation
- 6- Report to the Council of Members on bank account movements and statements
- 7- Coordinate updates, improvements and licensing of the management system
- 8- Manage and safekeep accounting and financial documents, including the register of exceptions
- 9- Act as *ad interim* Head of the Administrative Management and Human Resources Unit if requested

### 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. Education:

- University qualifications (5-year bachelor's degree, Master's degree or equivalent) preferably in Economics or Management, with specialisation in finance and accountancy.
- Advanced knowledge of public management and accounting and financial systems. The candidate may present degrees, diplomas and other certified proof of study courses, specialisation or training to help assess the knowledge of the applicant in relation to the job requirements.

#### 3. Experience:

- Minimum of ten years' experience in a similar position, with at least five years of proven experience in managing a financial and accounting team.
- Advanced knowledge of public management (budget preparation and expenditure management).



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#### 4. Languages:

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

#### 5. Other skills:

- Computer literacy: the minimum requirements include proficiency in Word, and PowerPoint. Advanced knowledge of Excel functions (financial modelling, pivot tables, and Power BI) is particularly valued.
- Proficiency in Financial Enterprise Resources (ERP) software.
- Budgeting and reporting: ability to manage budget preparation and monitoring, as well as financial reporting, in line with donor requirements.
- Audit: experience with internal and external audit processes, ensuring adherence to regulatory and financial frameworks as well as preparing for audits.
- Team management: proven experience in managing a financial and accounting team.
- Financial strategy: ability to propose and implement sustainable financial strategies.

#### 6. Assets:

- Computer knowledge and experience applied to finance and accountancy.
- Excellent command of accounting standards (IPSAS or IFRS or similar).
- Experience in finance and accounting in a public body or an international organisation.
- Communication: written and oral communication skills to prepare reports, facilitate meetings and represent the Unit to governing bodies.
- Adaptability and ethics: ability to work under pressure, to meet strict deadlines and to demonstrate integrity and rigour.
- Negotiation and stakeholder relations: ability to interact with donors, auditors and other institutional stakeholders.
- Letters of recommendation.
- Availability on the date of recruitment.
- Availability to travel.



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## IV- RECRUITMENT PROCEDURE

### IV.1. APPLICATION

Candidates must submit the following documents listed below to the Executive Secretariat via email at: [iooc@internationaloliveoil.org](mailto:iooc@internationaloliveoil.org).

1. A completed application form (attached to this vacancy notice)
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

Each document must be submitted with the corresponding number listed above, clearly labelled and separated by a cover page that displays both the document's name and its assigned number.

Please remember to state the vacancy notice number (COI AV1/2025) in the subject line of your email.

The deadline for receipt of applications is 15 April 2025 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 a person 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.



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The assessment criteria are as follows:

<b>Assessment:</b>	Maximum <b>100 points</b> (candidates scoring below 50 will be disqualified)
Education	Maximum 25 points (candidates scoring below 15 will be disqualified)
Experience	Maximum 40 points (candidates scoring below 20 will be disqualified)
Languages	Maximum 15 points (candidates scoring below 13 will be disqualified)
Other skills	Maximum 20 points (candidates scoring below 8 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. An external recruitment agency will assist the committee in developing a full assessment of the candidates, who may be required to take various tests and interviews.

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 (Interview)

Candidates who pass the first phase will be invited to an interview with the Senior Officials of the Executive Secretariat, which will typically take place at the IOC headquarters in Madrid. If necessary, the interview can be conducted online. 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.2.3. 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 authorises the Executive Secretariat to publish their name and nationality as part of the recruitment results 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.

The Executive Secretariat is currently in the process of redefining its organisational chart and the functions described in this vacancy announcement may be subject to change.

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: €163,339 /year. Net: €92,099/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.

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Any enquiries regarding other statutory terms of employment may be addressed to: [iooc@internationaloliveoil.org](mailto:iooc@internationaloliveoil.org)