



## VACANCY NOTICE

### VACANCY ANNOUNCEMENT: COI/AV-1/2017

<b>TYPE OF RECRUITMENT COMPETITION:</b>	Based on merits
<b>TITLE OF POST:</b>	Internal Comptroller
<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, with the possibility of renewal of 4 years maximum)
<b>PROBATIONARY PERIOD:</b>	8 months
<b>PREFERRED STARTING DATE:</b>	No later than September 2017
<b>AGE LIMIT:</b>	Not more than 60 at the time of appointment
<b>CLOSING DATE FOR RECEIPT OF APPLICATIONS:</b>	6 July 2017 at midnight (Madrid time, Spain)
<b>PLACE OF RECEPTION OF CANDIDACIES:</b>	ioc@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

\*\* According to article 13.2 of the Staff Regulations, the length of the appointment shall be permanent in the case of existing staff.



**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: [iooc@internationaloliveoil.org](mailto:iooc@internationaloliveoil.org)).

No contact whatsoever is permitted with the Administrative Management & Human Resources Unit.

## 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 the INTERNAL COMPTROLLER of the IOC Executive Secretariat.

## DESCRIPTION OF DUTIES

The incumbent will be responsible for the following main duties and responsibilities:

- ✓ Advise the Executive Director, College of Senior Officials, Administrative and Financial Affairs Committee and Council of Members on financial measures and procedures
- ✓ Establish performance benchmarks and analyse deviations
- ✓ Recommend changes to rules and regulations and procedures
- ✓ Coordinate the tasks of the auditors and the monitoring of their reports
- ✓ Control financial transactions prior to their authorisation by the Executive Director
- ✓ Verify fund, asset and cash management and see to bank reconciliations
- ✓ Present an activity report to the Council including benchmark analysis
- ✓ Report on any anomalies detected and the mitigating measures taken.



## GENERAL REQUIREMENTS

- Citizenship of one of the Members of the IOC.
- Good health (appointment will be subject to a satisfactory medical examination)
- Availability at the preferred starting date.

Candidates are selected without distinction on grounds of race, sex or religion.

## SPECIFIC REQUIREMENTS

### ACADEMIC:

University qualifications (five-year Master's degree or equivalent) in the financial auditing, economics, accounting, finance or business administration.

### LANGUAGES

Good command of French or English.

Good knowledge of at least one of the other official languages of the IOC.

### EXPERIENCE:

Minimum of eight years' experience in similar post of which at least three years' in management experience

### COMPUTER SKILLS:

Computer knowledge at user level.

### COMPETENCIES:

Coordination, leadership, management, teamwork, autonomy, adaptability, interpersonal skills and initiative.



## RECRUITMENT PROCESS

### APPLICATION

Candidates are requested to send a letter of intent, a completed application form (available online in the *Vacancies* section of the IOC website: <http://www.internationaloliveoil.org>) and a full CV to the Executive Secretariat of the IOC at the following e-mail address: [iooc@internationaloliveoil.org](mailto:iooc@internationaloliveoil.org). The cover e-mail must state the vacancy announcement number COI/AV-1/2017 in the subject line. The closing date is midnight (Madrid time, Spain), 6 July 2017.

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

- University diplomas
- Documents accrediting professional experience
- Documents accrediting language competencies
- Copy of passport (main page) or national identity document (D.N.I.) for local applicants
- Other documents that the applicant may consider necessary.

## EVALUATION PROCESS

The paramount consideration in staff recruitment shall be to secure the services of persons displaying the highest standards of efficiency, competence and integrity. Due regard shall also be paid to the principles of proportionate alternation and geographical equilibrium set forth in article 7, paragraph 4 (b) of the International Agreement.

### PHASES

At the end of the first part of the candidate evaluation process (knowledge), a short list will be drawn up and the selected candidates will go on to the next stage (interview).

The candidates of the short list will have an interview with a selection Agency and the Selection Committee and then this Committee will present its conclusions and recommendations to the Executive Director.



	MAXIMUM MARKS
<b>KNOWLEDGE</b>	
Studies	30
Experience	40
Languages	30
<b>TOTAL</b>	<b>100</b>

#### NOTIFICATION OF OUTCOME

All examinees will be notified of the outcome of the recruitment process via e-mail before the end of August 2017.

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**N.B. Staff members of the Executive Secretariat may not be engaged in any gainful activity or be involved in any political activity or hold any employment outside the International Olive Council, either continuously or intermittently.**