



VACANCY NOTICE

Ref.: COI/AV-1/2018

TYPE OF RECRUITMENT COMPETITION:	Based on merits
TITLE OF POST:	Head of the Department for External Relations and the Permanent Secretariat of the Council of Members
CATEGORY AND GRADE:	Administrative category, Grade 9 – Step 1
LOCATION:	Madrid, Spain
TYPE OF RECRUITMENT:	*Local or international as appropriate
TYPE OF APPOINTMENT:	**Fixed-term (4 years, with the possibility of renewal of 4 years maximum)
PROBATIONARY PERIOD:	8 months
PREFERRED STARTING DATE:	Beginning of June 2018
AGE LIMIT:	Not more than 60 at the time of appointment
CLOSING DATE FOR RECEIPT OF APPLICATIONS:	3 March 2018 at midnight (time at Madrid, Spain)
ADDRESS FOR APPLICATIONS:	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.



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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).

No contact whatsoever is permitted with the Translation Department.

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, including its translation needs. 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 Department for External Relations and the Permanent Secretariat of the Council of Members of the Executive Secretariat of the IOC.

DESCRIPTION OF DUTIES

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

1. External relations:
 - Liaise with non-member States and international organisations and institutions
 - Maintain diplomatic relations with IOC partners;
 - Promote the image of the IOC with external partners.
2. Liaison with the Council of Members
 - Liaise with the official representatives of the Members of the IOC;
 - Organise the Council sessions, circulate the reports, draft the minutes and follow-up on decisions;
 - Classify the reports, minutes and decisions of the Council of Members;
 - Administer the website areas for heads and members of delegation and any other space reserved for them.
3. Communication activities
 - Develop and supervise the communication strategy and act as focal point for media;
 - Draft reports on the activities of the IOC;
 - Draft reports on the activities of the Executive Director.
4. Any other task assigned by the Executive Director.



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GENERAL REQUIREMENTS

- Citizenship of one of the Members of the IOC;
- Good health (appointment will be subject to a satisfactory medical examination)
- Good command of at least three of the IOC's official languages (minimum level: B2), including a good command of French and/or English (level C1);
- University degree (5 years of graduating studies in international relations, political sciences or journalism);
- A good knowledge of international politics and communications;
- At least six years of international work with experience in similar posts.

OTHER REQUIREMENTS

- Availability at the preferred starting date;
- Competency in the use of basic IT tools (Word, Excel, PowerPoint, Outlook....).
- Skills: coordination, leadership, management, team work, autonomy, adaptability, good personal skills, initiative and protocol knowledge, communication and writing skills;
- Knowledge of the olive sector.
- Availability to travel.

Candidates are 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.

Please remember to state the vacancy announcement number (COI/AV-1/2018) in the subject line of your cover e-mail.

The closing date is midnight (Madrid time, Spain), **3 March 2018**.

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

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



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- 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 procedure, 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	MAXIMUM MARKS
Studies	24 (candidates scoring below 13 will be disqualified)
Experience	52 (candidates scoring below 27 points will be disqualified)
Languages	24 (candidates scoring less than 11 points will be disqualified)

Candidates scoring less than 61/100 will automatically be disqualified.

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

The candidates included in the shortlist 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 process via email before the end of April 2018.

The candidates authorise the IOC to use the data and information contained in their applications to conduct the selection procedure 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.



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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.
