



VACANCY NOTICE

Ref.: COI AV-7/18

TYPE OF RECRUITMENT COMPETITION:	Based on merits and competitive examinations
TITLE OF POST:	Data management (section)
CATEGORY AND GRADE:	General Services Category, Grade 6 – Step 1
LOCATION:	Madrid, Spain
TYPE OF RECRUITMENT:	Local
TYPE OF APPOINTMENT:	* Fixed-term (4 years, with the possibility of renewal for a maximum of 4 years)
PROBATIONARY PERIOD:	8 months
PREFERRED STARTING DATE:	February 2019
AGE LIMIT :	Not more than 60 at the time of application.
CLOSING DATE FOR RECEIPT OF APPLICATIONS:	15 January 2019 at midnight (time at Madrid, Spain)
ADDRESS FOR THE RECEIPT OF APPLICATIONS:	iooc@internationaloliveoil.org

** 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.*



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).

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 Head of the Database Management Section of the Executive Secretariat of the IOC.

DESCRIPTION OF DUTIES

Under the supervision of the Head of the Standardisation and Research Unit, the Head of the Data Management Section will assist the Unit in activities relating to managing data and will have the following responsibilities in particular:

- ✓ Manage data related to activities carried out under the agreement for the quality control of olive oils and olive pomace oils sold on import markets.
- ✓ Manage the Executive Secretariat data base on olive oils and olive pomace oils: annual competitions, testing compliance, labelling, etc.
- ✓ Prepare samples for analysis and distribution to laboratories; prepare results sheets and manage contradictory analyses.
- ✓ Notify the test results for each of the annual programmes.
- ✓ Manage the data relating to studies organised by the Unit and the questionnaires supplied by countries on oil composition.
- ✓ Manage and monitor data and indicators for the olive oil observatory.
- ✓ Provide administrative support for the organisation of meetings.



GENERAL REQUIREMENTS

- Citizenship of one of the Members of the IOC.
- Good health (the ES may require the candidate to submit a satisfactory medical report)
- Training and experience:
 - University degree (minimum four years) in the field of the position as defined in the description above (data base or similar), with a minimum of two years' professional experience in a position relevant to the post;
 - Bachelor's degree or professional training (minimum two years) in the field of the position as defined in the description above (data base or similar), with at least eight years experience in a position relevant to the post.
- Languages: good knowledge of English or French (minimum level C1) as well as another official language of the IOC.
- Other:
 - Competency in the use of IT tools (Word and Excel, user level);
 - Knowledge of statistics.

OTHER REQUIREMENTS

- Knowledge of public administration (budget preparation and expenditure management) would be an asset.

Candidates will be 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: ioc@internationaloliveoil.org.

Please remember to state the vacancy announcement number COI AV-7/18 in the subject line of your email.

The closing date is 15 January 2019 at midnight (time at Madrid, Spain).



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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
- 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.

Attention will also be paid to the qualifications and expertise of candidates already working with the Organisation, in accordance with the Staff Regulation of the IOC.

At the end of the first stage of the evaluation process, a shortlist will be drawn up and the selected candidates will move onto the next stage.

The evaluation criteria are the following:

Evaluation:	
I- Dossier:	Maximum 60 points (candidates scoring 35 and below will be disqualified)
Studies:	Maximum 25 points (candidates scoring below 10 will be disqualified)
Professional experience in the same field as the position	Maximum 25 points (candidates scoring below 10 will be disqualified)
Languages:	Maximum 10 points (candidates scoring 5 and below will be disqualified)
II- Written examinations:	Maximum 40 points (candidates scoring 25 and below will be disqualified)

Candidates scoring less than 35/50 in the evaluation of their dossier will automatically be disqualified.



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The selected candidates will be informed and will move onto the written examination for the evaluation of their knowledge in relation to the responsibilities of the post.

The written examination will take place at IOC headquarters (Príncipe de Vergara 154, Madrid 28002) on 21 January 2019 from 12pm.

Candidates that score less than 25/40 in the written examination will automatically be disqualified.

The remaining candidates will move onto the next stage of interviews with the Selection Committee, 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 May 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 authorises the publication of the outcome, including his or her name and nationality, on the website of the IOC.

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.
