



INTERNATIONAL
OLIVE
COUNCIL

CONSEJO
OLEICOLA
INTERNACIONAL

CONSEIL
OLEICOLE
INTERNATIONAL

CONSIGLIO
OLEICOLO
INTERNAZIONALE

المجلس
الدولي
للزيتون

VACANCY NOTICE

VACANCY ANNOUNCEMENT: COI/AV-4/2017

TYPE OF RECRUITMENT COMPETITION:	Based on merits
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, with the possibility of renewal of 4 years maximum)
PROBATIONARY PERIOD:	8 months
PREFERRED STARTING DATE:	***September 2017
AGE LIMIT:	Not more than 60 at the time of appointment
CLOSING DATE FOR RECEIPT OF APPLICATIONS:	13 July 2017 at midnight (Madrid time, Spain)
PLACE OF RECEPTION OF CANDIDACIES:	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*

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

*** *The post will become vacant as of September 2017, at the date of the transfer of the current incumbent. This date may be subject to slight change. Any such change will be duly communicated to the selected candidate.*



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 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 Head of the Administrative Management and Management and Human Resources Unit of the IOC Executive Secretariat.

DESCRIPTION OF DUTIES

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

- ✓ Implement rules and procedures relating to staff activities and ways and means of ensuring working efficiency
- ✓ Adopt measures enabling sound resource management and the attainment of the objectives of the Organisation
- ✓ Administrative management of all the staff of the Organisation
- ✓ Management and supervision of resource allocation in terms of jobs and payroll
- ✓ Management and supervision of movable and immovable property and stocks
- ✓ Implementation of human resources management policy
- ✓ Staff support, advice and information
- ✓ Coordination with Executive Secretariat team and support for the performance of activities
- ✓ Management and monitoring of the budget and four-year plan



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 economics/management, business management, public administration or similar.

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 a similar post of which at least three years' management experience

Advanced knowledge of public management (budget preparation and expenditure management).

COMPUTER SKILLS:

Computer literacy (Word, Excel, PowerPoint 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. The cover e-mail must state the vacancy announcement number COI/AV-4/2017 in the subject line. The closing date is midnight (Madrid time, Spain), 13 July 2017.

Documents to be presented together with the application form:

- Letter of motivation
- 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 on 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 on 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.



- 5 -

	MAXIMUM MARKS
KNOWLEDGE	
Studies	30
Experience	40
Languages	30
TOTAL	100

NOTIFICATION OF OUTCOME

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

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.