



VACANCY NOTICE

Ref.: COI AV-6/18

TYPE OF RECRUITMENT:	Based on merits and competitive examinations
TITLE OF POST :	Budgetary monitoring and travel (Section)
CATEGORY AND GRADE:	General Services 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 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 2018 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 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 application process.



-2-

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 2015 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 strategies 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 Budgetary Monitoring and Travel Section of the Executive Secretariat of the IOC.

DESCRIPTION OF DUTIES

Under the supervision of the Head of the Financial Unit, the incumbent will be responsible for the following duties and responsibilities:

- ✓ Participate in budget preparation
- ✓ Monitor the budget
- ✓ Communicate with Members regarding their contributions (requests for contributions, acknowledgement of receipt of payments, reminders, etc.).
- ✓ Verify and monitor the situation of Members' contributions
- ✓ Settle the travel costs of missions by officials
- ✓ Check invoices from the travel agency
- ✓ Reconcile pending travel agency payments
- ✓ Arrange travel for trainees
- ✓ Arrange travel for the home leave of administrative officials
- ✓ Support the Head of the Financial Unit

ELIGIBILITY CRITERIA

- Citizenship of one of the Members of the IOC;
- Good health (the Executive Secretariat may require the candidate to undergo a medical examination);



-3-

- Education and experience:
 - University degree (minimum four years) related to the subject of the post defined in the job description (accounting, finance, or economics), with a minimum of two years' professional experience in the same field as the position.
 - Bachelor's degree or professional training (minimum two years) related to the subject of the post defined in the job description (accounting, finance, or economics), with at least eight years' professional experience in the same field as the position.
- Languages: Good command of English or French (minimum level C1) as well as of at least one of the other official languages of the Organisation.
- Others:
 - Computer literacy (Word and Excel at user level)
 - Knowledge of public management (budget preparation and expenditure management).

OTHER REQUIREMENTS

- Knowledge of the Spanish accounting plan

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 the following e-mail address: iooc@internationaloliveoil.org.

Please remember to state the vacancy notice number (COI AV-6/18) in the subject line of your email.

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

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

Documents to be presented together with the application form:

- Cover letter



-4-

- Photocopy of university degree/bachelor's degree/professional training
- 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 below 35 will be disqualified)
Studies:	Maximum 25 points (candidates scoring below 10 will be disqualified)
Relevant 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 below 5 will be disqualified)
II- Written examinations:	Maximum 40 points (candidates scoring below 25 will be disqualified)

Candidates scoring less than 35/60 in the evaluation of their dossier will automatically be disqualified.

The 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 158, 28002 Madrid) on 21 January 2019 from 9am.

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

The remaining candidates will move on to 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 procedure via email before the end of February.

The candidates authorise the IOC to use the data and information contained in their applications to conduct the selection process. Additional information may be requested 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 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.
