



VACANCY NOTICE

Ref.: COI AV-3/2020

TYPE OF RECRUITMENT:	Based on merits and competitive examinations
TITLE OF POST:	Head of the facility management 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 (four years, with the possibility of renewal for a maximum of four years) ¹
PROBATIONARY PERIOD:	8 months
PREFERRED STARTING DATE:	April 2020
AGE LIMIT:	Not more than 60 at the time of application
CLOSING DATE FOR RECEIPT OF APPLICATIONS:	17 February 2020 at midnight (time at Madrid, Spain)
ADDRESS FOR THE RECEIPT OF APPLICATIONS:	iooc@internationaloliveoil.org
STATUTORY TERMS OF EMPLOYMENT:	See note attached

The IOC will not cover any travel or other expenses relating to the application process.

¹ *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.*



I- 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 facility management section of the Executive Secretariat of the IOC.

II- DESCRIPTION OF DUTIES

Under the supervision of the Head of the Administrative management and human resources Unit, the incumbent will be responsible for the following duties and responsibilities:

Tasks:

Assist the Administrative Management & Human Resources Unit with procurements and stock monitoring, distribution and management

Lines of activity:

- ✓ Prepare draft tender specifications
- ✓ Manage calls for tenders (dispatch, reception, analysis, sorting...)
- ✓ Prepare and send contracts, draw up purchase orders
- ✓ Take delivery of and distribute office supplies
- ✓ Manage stock and inventory
- ✓ Monitor financial procedures relating to expenditure, purchase of stocks and immovable property
- ✓ See to the logistics management of official IOC meetings
- ✓ Calculate all expenditures relating to the Goods & Services budget chapter (except travel)
- ✓ Check payments
- ✓ Carry out any pertinent budgetary studies



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- ✓ Check and enter invoices in the financial system
- ✓ Participate in budget preparation

III- ELIGIBILITY CRITERIA

- Citizenship of one of the Member countries of the IOC²;
- Good health (the Executive Secretariat may require the candidate to undergo a medical examination);
- Education and experience:
 - University degree (minimum four years) related to the subject of the post defined in the job description (economic field or similar), with a minimum of two years' professional experience in the same field as the position.
 - Or a bachelor's degree or professional training (minimum two years) related to the subject of the post defined in the job description (economic field or similar), with at least eight years' professional experience in the same field as the position.

- Languages:

Good command of English or French (minimum B2) and have a good knowledge of at least one of the other official languages of the Organisation (knowledge of Spanish shall be considered an asset). Knowledge of other languages shall be considered an asset.

The command of the languages must either be certified by written or confirmed in a level test conducted by the IOC.

- Others:

- Computer literacy. The minimum requirements to apply are Word and Excel at user level. Knowledge of Advanced Excel will be specially appreciated
- Knowledge of public management (budget preparation and expenditure management).

² The list of IOC Members may be consulted at :

<https://www.internationaloliveoil.org/about-ioc/list-of-ioc-members/>



IV- APPLICATION

Candidates are requested to send the documents listed below to the Executive Secretariat of the IOC at the following e-mail address: iooc@internationaloliveoil.org.

1. A completed application form (available online in the Vacancies section of the IOC website: <http://www.internationaloliveoil.org>)
2. Motivation letter
3. Photocopy of university degree/bachelor's degree/professional training
4. Documents providing proof of professional experience
5. Documents providing proof of language skills
6. Photocopy of passport (main page) or national identity document (DNI) in the case of local candidates
7. Full CV
8. Any other documentation considered relevant by the candidate (optional).
Letters of recommendation an asset.

The documents must be submitted duly numbered with the abovementioned number and separated by a cover page showing the name of the document and the number assigned.

Please remember to state the vacancy notice number (COI AV-3) in the subject line of your email.

The closing date is midnight (time at Madrid, Spain), 17 February 2020.

The submission of an application implies that the candidate accepts the terms and conditions set out in this vacancy notice.

V- EVALUATION PROCESS

1. General principles

The paramount consideration in this recruitment procedure is to secure the services of a person displaying the highest standards of competence, efficiency 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.

Recruitment shall take place without distinction as to race, religion or sex.



2. Screening Process

2.1. First Stage:

Once the deadline has passed, the evaluation board will examine the dossiers submitted and review all profiles to ascertain the candidates' eligibility and suitability for the position, following the minimum requirements stipulated in the vacancy notice.

Any candidate who has not submitted all the required documentation in time and form may be automatically disqualified.

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. Candidates who are retained will be duly informed.

2.2. Second stage:

This stage consists of a **written exercise**: The written exercise will assess the competencies and skills that are expected of the successful candidates and will typically focus on the technical competencies described in the vacancy.

The written examination will take place at IOC headquarters (Principe de Vergara 154, 28002 Madrid) on 16-17 March 2020



VI- EVALUATION CRITERIA

The evaluation criteria are the following:

Evaluation :	
I- Dossier:	Maximum 60 points (candidates scoring below 31 will be disqualified)
Studies + Relevant professional experience in the same field as the position:	Maximum 30 points (candidates scoring below 15 will be disqualified)
Languages:	Maximum 10 points (candidates scoring below 5 will be disqualified)
Computer literacy:	Maximum 15 points (candidates scoring below 8 will be disqualified)
Knowledge of public management	Maximum 5 points (candidates scoring below 3 will be disqualified)
II- Written examination:	Maximum 40 points (candidates scoring below 25 will be disqualified)

Therefore:

Dossier: Candidates scoring less than 31/60 points in the evaluation of their dossier will automatically be disqualified.

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

VII- INTERVIEW

Interview: A candidate who is successful at the written examination may be invited for an interview, which usually takes place at IOC headquarters in Madrid. If necessary, an interview can be done by phone or Skype. Interviews follow a competency-based format, in which candidates are asked to describe relevant concrete examples from their professional experience which represent IOC competencies. Interviews may also include motivational and technical questions.



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VIII- NOTIFICATION OF OUTCOME

The process will end with the selection of a candidate for the post. A waiting list will be formed with the best qualified candidates who have not been selected. The Executive Secretariat will notify the selected candidate and the candidates on the waiting list of the outcome of the recruitment process via email.

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.



EXPLANATORY NOTE

Head of Section

Salary: Gross: €19 296/year. Net: €10 354/year.

Insurance: The IOC shall cover life insurance, supplementary accident insurance and health insurance. Health insurance can also be taken out for dependents.

Provident fund: At the end of the probationary period (eight months), staff participate in a Provident (retirement) Fund. They contribute 7.9% of their gross salary to this fund. In addition, the IOC makes a contribution of 7.9% of the gross salary of staff to this fund.

The share of staff contribution to the Provident Fund and to the health insurance scheme (25% of the insurance premium of the staff member and the dependent) are deducted from their net pay for each pay period.

Dependency allowance: Staff with dependents, according to the provisions of the Staff Regulations, receive an allocation for each dependent: spouse (€1 460/year); child (€1 488/year) and/or secondary dependents (€105/year).

Education grant: Staff are entitled to a 75% reimbursement of specific education expenses, up to a ceiling of €900/year for each dependent child or €452.12 for a dependent child with a disability.

Any enquiries regarding other statutory terms of employment may be addressed to/ Toute demande relative aux autres conditions statutaires du recrutement doit être adresser à : iooc@internationaloliveoil.org