



VACANCY ANNOUNCEMENT

Ref : COI AV-/7

TYPE OF RECRUITMENT	On the basis of merit and evaluation
TITLE OF POST	Secretariat of the Executive Director (Administrative Officer)
CATEGORY AND GRADE	General Service category, Grade 3 – Step 1
LOCATION	Madrid, Spain
TYPE OF RECRUITMENT	Local
TYPE OF APPOINTMENT	Fixed term (4 years, with possibility of renewal for a maximum of 4 years) ¹
PROBATIONARY PERIOD	8 months
PREFERRED START DATE	1 September 2020
AGE LIMIT	Not more than 60 at the time of application
DEADLINE FOR APPLICATIONS	30 June at midnight (Madrid time, Spain).
ADDRESS FOR APPLICATIONS	iooc@internationaloliveoil.org
STATUTORY TERMS OF EMPLOYMENT	See attached note

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

I- BACKGROUND

The International Olive Council (IOC) is the international, intergovernmental organisation mandated to administer the 2015 International Agreement on Olive

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.*



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 invites applications for the post of Secretariat of the Executive Director.

II- DESCRIPTION OF DUTIES

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

Assistant to the Executive Director:

- ✓ Telephone-based secretarial services and maintenance of contact records
- ✓ Management of the work agenda
- ✓ Writing correspondence
- ✓ Preparation and archiving of records of meetings, interviews and missions
- ✓ Coordination of internal meetings and interviews
- ✓ Drafting of minutes of meetings (College of Senior Officials, Committees, ...)
- ✓ Follow-up of the Executive Director's decisions
- ✓ Support for structures reporting directly to the Executive Director

Manages the internal and external mail of the IOC:

- ✓ Receipt and registration of external and internal mail
- ✓ Receipt and registration of invoices
- ✓ Organization and distribution of mail
- ✓ Giving and following instructions
- ✓ Editing of tracking tables
- ✓ Filing and archiving of mail

III- ELIGIBILITY CRITERIA

- Citizenship of one of the member countries of the IOC



- Good state of health (the Executive Secretariat may require the candidate to undergo a medical examination)
- Education: Vocational or secondary education in secretarial or similar field
- Experience: Three years' experience in a similar field
- Languages: Good command of English or French (minimum level B2) and good knowledge of at least one of the other official languages of the Organisation (knowledge of Spanish and any other language would be an asset). Proficiency in languages must either be certified in writing or confirmed in a test conducted by the IOC.
- Others:
 - Computer literacy. The minimum requirements to apply are as follows: Word, Excel, PowerPoint user level.
 - Knowledge of public administration.

IV- APPLICATION

Candidates are requested to send the documents listed below to the Executive Secretariat at the following email address: ioc@internationaloliveoil.org.

1. Completed application form (available online in the *Vacancies* section of the IOC website: <http://www.internationaloliveoil.org>)
2. Cover letter
3. Photocopy of university degree/secondary education/vocational 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 deemed relevant by the applicant (optional). Letters of reference will be an asset.

Documents must be submitted duly numbered with the abovementioned number and separated by a cover page indicating the name of the document and the corresponding number.

Please remember to state the vacancy notice number (COI AV-7) in the subject line of the email.

The closing date is 30 June 2020 at midnight (Madrid time, Spain).



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 efficiency, competence and integrity.

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

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

2. Screening process

2.1. Step One

Once the deadline has passed, the evaluation committee will examine the dossiers submitted and review all profiles to ascertain the candidate's eligibility and suitability for the position, in accordance with the minimum requirements stipulated in the vacancy notice.

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

At the end of the first step of the evaluation process, a shortlist will be drawn up and the selected candidates will move onto the next phase. Successful candidates will be duly informed.

2.2. Step Two

This step consists of a **written exercise**: the written exercise will assess the skills and abilities expected of successful candidates and will generally focus on the technical competencies described in the vacancy.

The written examination, depending on the circumstances, will take place either at the IOC headquarters, (Calle Principe de Vergara 154, 28002 Madrid) or online. The examination will take place on 15 July 2020.



EVALUATION CRITERIA

The evaluation criteria are as follows:

Evaluation:	
I- Dossier	Maximum 60 points (candidates scoring below 40 will be disqualified)
Studies + relevant professional experience	Maximum 30 points (candidates scoring below 20 will be disqualified)
Languages	Maximum 10 points (candidates scoring below 7 will be disqualified)
Computer literacy	Maximum 15 points (candidates scoring below 10 will be disqualified).
Knowledge of public administration	Maximum 5 points (candidates scoring below 3 will be disqualified)
II- Written exam	Maximum 40 points (candidates scoring below 30 will be disqualified)

Dossier: Candidates scoring less than 40 points in the evaluation of their dossier will be automatically disqualified.

Written examination: Candidates scoring less than 30 points on the written exam will be automatically disqualified

VI- MAINTENANCE

If the Executive Secretariat deems it necessary, candidates who have passed the earlier stages may be invited to an interview. Interviews usually take place at IOC headquarters in Madrid, but may, if necessary, be conducted by videoconference. The interviews may focus on the candidates' skills and the candidates may be asked to describe a relevant concrete example from their professional experience corresponding to the skills required by the IOC. Interviews may also include motivational and technical questions.

VII- NOTIFICATION OF OUTCOME

Once a candidate has been selected for the position, a waiting list will be formed with the other most qualified candidates. The Executive Secretariat will inform the



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selected candidate as well as the candidates on the waiting list by email of the outcome of the recruitment process.

The candidates authorise the IOC to use the data and information in their application to conduct the selection process. Additional data may be requested throughout the process. The selected candidate also authorises the publication of the recruitment results, including their name and nationality, on the IOC web page.

The Executive Secretariat reserves the right to postpone any stage of the selection process or the recruitment date or to cancel the procedure. In this case, candidates will be informed.

NB: The staff of the Executive Secretariat shall not be permitted to engage in remunerated activities, political activities or employment outside the IOC, whether continuously or intermittently.



EXPLICATIVE NOTE

Administrative Officer

Salary: Gross: €34 005 per year Net: €28 117 per year.

Insurance: The IOC shall cover life insurance, supplementary accident insurance and health insurance. The latter may also be taken out for dependants.

Pension fund: From the end of the eight-month probationary period, the official shall participate in a pension fund (retirement), to which they shall contribute 7.9% of their gross salary. The IOC shall also contribute 7.9% of the official's gross salary to this fund.

The official's contribution to the pension fund and the health insurance scheme (25% of the insurance premium for the official and for each dependant) shall be deducted from the official's net monthly salary.

Dependency allowance: in accordance with the Staff Regulations, officials with dependents shall receive an allowance for each dependant: spouse (€ 460 per year); dependent child (€ 488 per year) and/or secondary dependents (€105 per year).

Education grant: the staff member is entitled to reimbursement of 75% of certain education expenses for dependent children, up to a limit of €900 per year per dependent child or € 452.12 per year in the case of a dependent disabled child.

Any request relating to other statutory conditions of recruitment should be addressed to:
IOC@internationaloliveoil.org.