



VACANCY NOTICE

Ref.: COI AV-8/20

TYPE OF RECRUITMENT:	Based on merits and competitive examinations
TITLE OF POST:	Assistant to the Executive Director (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) ¹
PROBATIONARY PERIOD:	8 months
PREFERRED STARTING DATE:	October 2020
AGE LIMIT:	No more than 60 at the time of application
DEADLINE FOR RECEIPT OF APPLICATIONS:	4 September 2020 at midnight (time at Madrid, Spain)
ADDRESS FOR 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 International Agreement on Olive Oil and Table Olives 2015. 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 notice is to invite applications for the post of Assistant to the Executive Director of the Executive Secretariat of the IOC.

II- DESCRIPTION OF DUTIES

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

1-Secretariat of the Executive Director:

- ✓ Manage the Executive Director's phone calls and contact list
- ✓ Convene internal meetings, coordinate appointments and manage the Executive Director's agenda
- ✓ Prepare draft correspondence from the Executive Director
- ✓ Prepare draft minutes of meetings chaired by the Executive Director
- ✓ Follow up on the instructions of the Executive Director
- ✓ Manage the files of mission meetings and the various activities of the Executive Director
- ✓ Administer mail received to the official email address of the IOC
- ✓ Provide support to the team reporting directly to the Executive Director

2-Secretariat of the College of Senior Officials:

- ✓ Prepare draft minutes of meetings of the College of Senior Officials
- ✓ Follow up on the instructions of the College of Senior Officials
- ✓ Manage the register of decisions of the College of Senior Officials



3-Supervision and interim:

- ✓ Supervise the activities of mail registry and inventory management
- ✓ Cover the Head of the Department of External Relations and Permanent Secretariat of the Council of Members

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);
- Training and experience:
 - University degree (four years or more) in the field of the position as defined in the job description, with a minimum of two years of relevant professional experience.
 - Bachelor's degree or professional training (minimum two years) in the field of the position as defined in the position description, with a minimum of eight years of relevant professional experience.
- Languages:

Good command of English or French (minimum B2) as well as of at least one of the other official languages of the Organisation.

The command of the languages must either be certified by written or confirmed in a level test conducted by the IOC.
- Other:
 - Computer literacy: The minimum requirements are Word, Excel and PowerPoint at user level.
 - Knowledge in public administration.

IV- APPLICATION

Candidates must send the documents listed below to the following email address: iooc@internationaloliveoil.org.

1. A completed application form (available online in the Vacancies section of the IOC website: <http://www.internationaloliveoil.org>)
2. Cover letter

² The list of IOC Members can be found at:
<http://www.internationaloliveoil.org/estaticos/view/103-list-of-ioc-members>



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3. Photocopy of certificate for 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).

The documents must be named with the corresponding number from the list above 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-8) in the subject line of your email.

The deadline is 4 September 2020 at midnight (time at Madrid, 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 main 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 committee 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.



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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 (Calle Principe de Vergara 154, 28002 Madrid) or online. The exam will take place on 18 September 2020 and the candidate will be informed of the time in due course.

VI- EVALUATION CRITERIA

The evaluation criteria are the following:

Evaluation :	
I- Dossier:	Maximum 60 points (candidates scoring below 40 will be disqualified)
Studies and relevant professional experience	Maximum 25 points (candidates scoring below 18 will be disqualified)
Languages:	Maximum 15 points (candidates scoring below 10 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 examination:	Maximum 40 points (candidates scoring below 30 will be disqualified)

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

Written examination: Candidates scoring less than 30 points in the written examination will automatically be disqualified.



VII- INTERVIEW

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

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.

The Executive Secretariat reserves the right to postpone one of the stages of the selection process or the date of recruitment or to cancel the procedure. Candidates will be informed in either case.

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.



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EXPLANATORY NOTE/ NOTE EXPLICATIF

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 monthly pay.

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

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

5. ASSISTANT OF THE EXECUTIVE DIRECTOR – SECTION

JOB IDENTIFICATION			
Title:	Assistant of the Executive Director (Head of Section)		Code:
Category:	General Services		Grade: 6-7
Superior Position:	Executive Director		
Code		GENERIC COMPETENCIES PROFILE	
KNOWLEDGE		Code	COMPETENCIES
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> - University degree (four years or more) related to the subject of the post identified in the job description; or - Vocational training (two years or more) related to the subject of the post identified in the job description. <p><u>Experience:</u></p> <ul style="list-style-type: none"> - With a university degree, at least two years of experience related to the subject of the post identified in the job description. - With vocational training, at least eight years of experience related to the subject of the post identified in the job description. <p><u>Languages:</u> Good command of English or French as well as of at least one of the other official languages of the Organisation.</p> <p><u>Others:</u> Computer literacy (Word and Excel at user level) and knowledge of public management (budget preparation and expenditure management).</p>			<p>Self-learning; Sense of responsibility; Volume of work; Quality of work; Interest in work assignments; Adaptability; Initiative.</p>

1- Secretariat of the Executive Director:

- ✓ Manage telephone calls and the list of contacts for the Executive Director
- ✓ Convene internal meetings, coordinate appointments and manage the Executive Director's agenda
- ✓ Prepare draft correspondence from the Executive Director
- ✓ Prepare draft minutes of meetings chaired by the Executive Director
- ✓ Carry out and follow up on the instructions of the Executive Director
- ✓ Manage the files for the meetings of the missions and various activities of the Executive Director
- ✓ Administer and manage the official IOC email
- ✓ Provide support to the team reporting directly to the Executive Director

2- Secretariat of the College of Senior Officials:

Prepare draft minutes of the meetings of the College of Senior Officials

- ✓ Ensure and follow up on the instructions of the College of Senior Officials
- ✓ Manage the register of decisions of the College of Senior Officials

3- Supervision and Interim:

- ✓ Supervise the activities of the person in charge of mail registry and inventory management
- ✓ Cover the Head of the Department of External Relations and Permanent Secretariat of the Council of Members