



VACANCY NOTICE

Ref.: COI AV-9/20

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:	¹ Fixed-term (4 years, with the possibility of renewal for a maximum of 4 years)
PROBATIONARY PERIOD:	8 months
PREFERRED STARTING DATE:	January 2021
AGE LIMIT:	Not more than 60 at the time of application
CLOSING DATE FOR RECEIPT OF APPLICATIONS:	4 December 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 International Agreement on Olive Oil and Table Olives 2015. It is an international forum for stakeholders in the olive and olive oil sector and as such carries out numerous activities for 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 Head of the Budgetary Monitoring and Travel Section of the Executive Secretariat of the IOC.

II- DESCRIPTION OF DUTIES

Under the supervision of the Head of the Financial Management 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 Management Unit



III- ELIGIBILITY CRITERIA

- Citizenship of one of the Members 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 (accounting, finance, or economics), 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 (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 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 test conducted by the IOC.
- Others:
 - Computer literacy (Word and Excel at user level).
 - Knowledge in public management (budget preparation and expenditure management).
 - Knowledge of the Spanish General Accounting Plan

IV- APPLICATION

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

1. A 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/bachelor's degree/professional training
4. Documents providing proof of professional experience
5. Documents providing proof of language skills

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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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 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-9/20) in the subject line of your email.

The closing date is midnight (time at Madrid, Spain), 4 December 2020.

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

V- EVALUATION PROCESS

1.1. General principles

The main 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.

Recruitment shall take place without distinction as to 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 this first step, 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 online in December 2020 (the day and time of the examination will be communicated to pre-selected candidates at a later date).

VI- EVALUATION CRITERIA

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)

Therefore:

Dossier: Candidates scoring less than 35/60 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

If the Executive Secretariat deems it necessary, candidates who have passed the earlier stages of the recruitment process 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 candidates' skills and 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.

VIII- NOTIFICATION OF OUTCOME

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



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EXPLANATORY NOTE

Head of Section

Salary: Gross: €49 296/year. Net: €40 354/year.

Insurance: Staff members have 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 (8 months), staff members 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 staff member's gross salary to this fund.

The share of staff members' 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 members 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 members are entitled to the reimbursement of 75% of specific education expenses, up to €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: iooc@internationaloliveoil.org