



## VACANCY NOTICE

**Ref.: COI AV1-/2022**

<b>TYPE OF RECRUITMENT:</b>	Based on merits and competitive examinations
<b>TITLE OF POST:</b>	Internal Comptroller
<b>CATEGORY AND GRADE:</b>	Administrative Category, Grade 6 – Step 1
<b>LOCATION:</b>	Madrid, Spain
<b>TYPE OF RECRUITMENT:</b>	Local or international <sup>1</sup> , as appropriate
<b>TYPE OF APPOINTMENT:</b>	Fixed term (4 years) <sup>2</sup>
<b>PROBATIONARY PERIOD:</b>	8 months
<b>PREFERRED STARTING DATE:</b>	May 2022
<b>AGE LIMIT:</b>	Not more than 60 on 2 May 2022
<b>CLOSING DATE FOR RECEIPT OF APPLICATIONS:</b>	20 February 2022 at midnight (Madrid Time).
<b>ADDRESS FOR THE RECEIPT OF APPLICATIONS:</b>	iooc@internationaloliveoil.org
<b>STATUTORY TERMS OF EMPLOYMENT:</b>	See note attached

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

<sup>1</sup> Candidates are recruited locally when they fulfil one of the following two conditions: they are nationals of the headquarters country (Spain) or, upon recruitment, they have lived in the headquarters country for at least one year without interruption.

<sup>2</sup> In accordance with Article 13 of the Staff Regulations, the duration of the contract for officials recruited from 2017 onwards is a maximum of four years with the possibility of one or more extensions for a maximum of four additional years.



## 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 that is headed by an Executive Director. The Executive Secretariat is responsible for implementing their decisions and strategies and serving the needs of the Organisation. The IOC has five official languages (Arabic, English, French, Italian and Spanish). English and French are the common working languages of the Executive Secretariat.

This announcement is to invite applications for the post of Internal Comptroller of the Executive Secretariat of the IOC.

## II- DESCRIPTION OF DUTIES

The incumbent will have the following responsibilities and fulfil the following duties:

### 1. Advice and training:

- Advise the Executive Director, College of Senior Officials, Administrative and Financial Affairs Committee and Council of Members on financial measures and procedures.
- Organise training and assist staff in the implementation of financial regulations and procedures.

### 2. Performance measurement & improvement of procedures:

- Establish performance benchmarks and analyse deviations.
- Recommend changes to rules, regulations and procedures.
- Coordinate the tasks of the auditors and the monitoring of their reports.

### 3. Control & verification:

- Control financial transactions prior to their authorisation by the Executive Director.
- Verify fund, asset and cash management and see to bank reconciliations.
- Present an activity report to the Council of Members including benchmark analysis.
- Report on any anomalies detected and the mitigating measures taken.



### III- ELIGIBILITY CRITERIA

- Citizenship of one of the Member Countries of the IOC<sup>3</sup>.
- Good health (the Executive Secretariat may require the candidate to undergo a medical examination).
- Education:
- University qualifications (five-year Master or equivalent) in financial auditing, economics, accounting, finance, business administration or similar.
- Experience:
  - At least eight years' experience in similar fields (of which at least three years of management experience).
- Languages:
  - Good command of English or French (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 in writing or confirmed in a level test conducted by the IOC.
- Others:
  - Computer literacy. The minimum requirements to apply are Word, Excel and PowerPoint at user level. Knowledge in advanced Excel is particularly valued.
  - Knowledge of public management shall be considered an asset
  - Knowledge of international organisation procedures shall be considered an asset.

### IV- APPLICATION

Candidates are requested to send the documents listed below to the Executive Secretariat at the following email address: [iooc@internationaloliveoil.org](mailto: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
3. Photocopy of university degree/bachelor's degree
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

<sup>3</sup> The list of IOC Members may be consulted at: <https://www.internationaloliveoil.org/about-ioc/list-of-ioc-members/>



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8. Any other documentation considered relevant by the candidate (optional) shall be considered 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 AV1-/2022) in the subject line of your email.

The closing date is midnight (time at Madrid, Spain), 20 February 2022.

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 and shall be appointed on the bases of the principle of proportionate alternation among Members as well as geographical equilibrium.

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.

Any candidate who has not submitted the form and all required documentation in time 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 entails tests to be conducted by an external recruitment agency. The tests 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 notice.

At the end of the second stage of the evaluation process, a final list of at least 2 candidates will be established. The selected candidates will be duly informed.

## VI- EVALUATION CRITERIA

The evaluation criteria are the following:

Evaluation:	
<b>I- Dossier:</b>	Maximum <b>100 points</b> (candidates scoring below 50 will be disqualified)
Studies	Maximum 30 points (candidates scoring below 15 will be disqualified)
Relevant professional experience in the same field as the position	Maximum 45 points (candidates scoring below 22 will be disqualified)
Languages	Maximum 25 points (candidates scoring below 13 will be disqualified)
<b>II- Written examination:</b>	Maximum <b>100 points</b> (candidates scoring below 40 will be disqualified)

## VII- INTERVIEW

**Interview:** A candidate who is successful in the second phase will be invited for an interview, which usually takes place at IOC headquarters in Madrid. If necessary, the interview can be done virtually or by phone. Interviews follow a competency-based format, in which candidates are asked to describe relevant concrete examples from their professional experience that represent IOC competencies. 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 their name and nationality, on the IOC website.

NB: The staff of the Executive Secretariat are not authorised to engage in remunerated activities or political activities or hold another position outside the IOC, whether on a continuous or intermittent basis.

Until the contract is signed, the International Olive Council may cancel the selection procedure without the candidates being entitled to any claim. Such a decision must be motivated and notified to the candidates.

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## EXPLANATORY NOTE

### Head of Unit

**Salary:** Gross: €144,652/year. Net: €81,562/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 contributes 7.9% of the staff's gross salary 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:** According to the provisions of the Staff Regulations, staff with dependents receive an allocation for each dependent: spouse (€412.6/month); child (€168.70/month) and/or secondary dependents (€351.60/year).

**Education grant:** Staff are entitled to a 75% reimbursement of specific education expenses, up to €7 089.12/year for each dependent child or €9 452.12 for a dependent child with a disability.

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Any enquiries regarding other statutory terms of employment may be addressed to: [iooc@internationaloliveoil.org](mailto:iooc@internationaloliveoil.org)