



VACANCY NOTICE

Ref.: COI AV2-/2022

TYPE OF RECRUITMENT:	Based on merits and competitive examinations
TITLE OF POST:	Head of the Observatory and Information Systems Department
CATEGORY AND GRADE:	Administrative Category, Grade 9 – Step 1
LOCATION:	Madrid, Spain
TYPE OF RECRUITMENT:	Local or international ¹ , as appropriate
TYPE OF APPOINTMENT:	Fixed term (4 years) ²
PROBATIONARY PERIOD:	8 months
PREFERRED STARTING DATE:	May 2022
AGE LIMIT:	Not more than 60 on 2 May 2022.
CLOSING DATE FOR RECEIPT OF APPLICATIONS:	20 February 2022 at midnight (Madrid Time).
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 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.

² 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 Head of the Observatory and Information Systems Department of the Executive Secretariat of the IOC.

II- DESCRIPTION OF DUTIES

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

1. Olive Observatory

- ✓ Coordinate the work of the management committee of the Olive Observatory
- ✓ Implement and administer collaborative information platforms
- ✓ Coordinate the information, data, and indicators of the Observatory
- ✓ Ensure compliance with deadlines for supplying platform input
- ✓ Promote dialogue between different partners
- ✓ Coordinate the monthly newsletter and the online journal OLIVAE.

2. Information systems

- ✓ Manage the servers and computer networks, manage client workstations and ensure software and information system are kept up to date
- ✓ Manage the IOC website
- ✓ Implement IT security procedures and ensure compliance with the IT charter
- ✓ Help users with the IT environment
- ✓ Help keep track of technological developments and ensure the application of new information and communication technologies at the IOC
- ✓ Liaise with suppliers and IT service providers
- ✓ Assist the Administrative Management and Human Resources Unit in managing the IT budget.

III- ELIGIBILITY CRITERIA



- Citizenship of one of the Member Countries of the IOC³
- Good health (the Executive Secretariat may ask the candidate to undergo a medical examination)
- Education:
 - University qualifications (five-year Master or equivalent) in communication, documentation, information systems, statistics or similar.
- Experience:
 - At least three years' experience in similar fields.
- Languages:
 - Good command of English or French (B2) and a good knowledge of at least one of the other official languages of the Organisation. Knowledge of other languages shall be considered an asset.
The command of the languages must either be certified in writing or confirmed in a level test conducted by the IOC.
- Others:
 - Good command of computer literacy (Word, Excel, PowerPoint and websites at management level).
- Assets:
 - Experience in IT project management and IT security.
 - Knowledge in the management of digital magazines and newsletters.
 - Knowledge of public management (budget preparation and expenditure management).

IV- APPLICATION

Candidates must send the documents listed below to the Executive Secretariat at the following email 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
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 are an asset.

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



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 AV2-/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 shall 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 notice.



Depending on the circumstances, the written examination will take place either online or at IOC headquarters. The date and time of the examination will be communicated to pre-selected candidates.

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:	
I- Dossier:	Maximum 100 points (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 40 points (candidates scoring below 20 will be disqualified)
Experience in IT project management and IT security	Maximum 3 points
Knowledge in the management of digital magazines and newsletters.	Maximum 3 points
Knowledge of public management – Asset (budget preparation and expenditure management)	Maximum 4 points
Languages	Maximum 20 points (candidates scoring below 10 will be disqualified)
II- Written examination:	Maximum 100 points (candidates scoring below 40 will be disqualified)

VII- INTERVIEW

Interview: A candidate who is successful in the written examination will be invited for an interview, which usually takes place at IOC headquarters in Madrid. If necessary, an 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.



EXPLANATORY NOTE

Head of Department

Salary: Gross: €75 948/year. Net: €44 964/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 (€187.5/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.

Any enquiries regarding other statutory terms of employment may be addressed to : iooc@internationaloliveoil.org