



VACANCY NOTICE

Ref: COI AV4/2022

TYPE OF RECRUITMENT	On the basis of merits and an exam
TITLE OF POST	Head of the External Relations Department and Permanent Secretariat of the Council of Members and the Advisory Committee.
CATEGORY AND GRADE	Administration category: Grade 9 – Step 1
LOCATION	Madrid, Spain
TYPE OF RECRUITMENT	Local or international, as appropriate ¹
TYPE OF APPOINTMENT	Fixed term (4 years)
PROBATIONARY PERIOD	8 months
PREFERRED START DATE	Early June 2022
AGE LIMIT	Maximum 60 years of age at the date of recruitment.
DEADLINE FOR RECEIPT OF APPLICATIONS	3 April at 2022 midnight (Madrid time)
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.

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



I- CONTEXT

The International Olive Council (IOC) is the international and intergovernmental organisation responsible for administering the International Agreement on Olive Oil and Table Olives 2015. It provides an international forum for stakeholders in the olive oil and table olive world and as such carries out a wide range of activities for its member countries.

The IOC is served by an Executive Secretariat headed by an Executive Director. The Executive Secretariat is responsible for implementing its decisions and strategies and for meeting the needs of the Organisation. The IOC has five official languages (Arabic, English, French, Italian and Spanish). English and French are the standard working languages of the Executive Secretariat.

The purpose of this notice is to invite applications for the post of Head of the External Relations Department and Permanent Secretariat of the Council of Members and the Advisory Committee.

II- DESCRIPTION OF FUNCTIONS

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

1. External relations:
 - Liaise with non-member states and international organisations and institutions
 - Maintain diplomatic relations with IOC partners
 - Promote the image of the IOC to external partners
2. Permanent Secretariat of the Council of Members and the Advisory Committee:
 - Liaise with official representatives of IOC Member States and the Advisory Committee
 - Organise Council of Members and Advisory Committee meetings, disseminate reports, draft minutes and follow-up on decisions
 - Administer the website spaces reserved for heads and members of delegations, the Advisory Committee and any other spaces dedicated to them
3. Report writing:
 - File reports, minutes and decisions of the Council of Members
 - File reports, minutes and recommendations of the Advisory Committee
 - Develop and monitor the four-year strategic plan
 - Prepare IOC activity reports
 - Prepare the Executive Director's activity reports



4. Any other activity assigned by the Executive Director.

III- ELIGIBILITY CRITERIA

- Citizenship of one of the IOC member countries²
- Good health (the Executive Secretariat may ask the applicant to undergo a medical examination)
- Education
 - University diplomas or certificates (at least the equivalent of four years of successful university study) in international relations, political science or other degrees relevant to the job description.
- Experience
 - At least six years' experience, at least three of which must have been in an international career with experience in similar positions.
- Languages
 - Good knowledge of at least three official languages of the IOC (minimum level B2) and among these a good command of French and/or English (C1). Language proficiency must be either certified in writing or confirmed by a level test conducted by the IOC.
- Other
 - Good computer skills (Word, Excel, PowerPoint and user-level websites)
 - Good knowledge of international politics and communication
 - Coordination, leadership, management, teamwork, autonomy, adaptability, interpersonal skills, initiative, protocol, communication and writing skills.
- Assets
 - Availability on the preferred date of recruitment
 - Knowledge of the olive sector
 - Willingness to travel.

² The list of IOC members can be found at <https://www.internationaloliveoil.org/about-ioc/list-of-ioc-members/>



IV- APPLICATIONS

Applicants should send the documents mentioned below to the Executive Secretariat at: iooc@internationaloliveoil.org.

1. Completed application form (available on the IOC website under ‘Vacancies’ <http://www.internationaloliveoil.org>)
2. Cover letter
3. Photocopy of university diplomas or certificates
4. Documents proving professional experience
5. Documents proving language skills
6. Photocopy of passport (main page) or national identity document (DNI) for local candidates
7. Full CV
8. Any other document deemed relevant by the applicant (optional). Letters of recommendation are an asset.

Documents must be duly numbered with the above-mentioned number and separated by a cover sheet indicating the name of the document and the number assigned.

Do not forget to indicate the vacancy notice number (COI AV4/2022) in the subject line of your email.

The deadline for applications is midnight on 3 April 2022 (Madrid time, Spain).

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

V- ASSESSMENT PROCESS

1. General principles

The overriding consideration in this recruitment process is to secure the services of a person of the highest standard of ability, efficiency and integrity, who will be appointed based on the principle of proportional rotation between member countries and geographical balance.

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

Recruitment is carried out without distinction of race, religion or gender.



2. Selection process

2.1. Step one

Once the deadline has passed, the evaluation committee will examine the files submitted and review all profiles to verify the eligibility and suitability of the candidates for the post, in accordance with the minimum requirements stipulated in the vacancy notice.

Any applicant who fails to submit the form and all required documents within the deadline will 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 proceed to the next stage. Successful candidates will be informed.

2.2. Step two

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

Depending on the circumstances, the written exam will be held either online or at IOC headquarters. The shortlisted candidates will be informed of the date and time of the exam.

At the end of the second stage of the evaluation process, at least two candidates will be selected to continue. The selected candidates will be informed.

VI- EVALUATION CRITERIA

The evaluation criteria are as follows:

Evaluation	
I- Dossier	Maximum 100 points (candidates who score below 50 will be disqualified)
Studies	Maximum 30 points (candidates who score below 14 will be disqualified)
Experience	Maximum 35 points (candidates who score below 16 will be disqualified)
Languages	Maximum 30 points (candidates who score below 14 will be disqualified)
Other/assets	Maximum 5 points (candidates who score below 3 will be disqualified)
II- Written examination	Maximum 100 points (candidates who score below 40 will be disqualified)



VII- INTERVIEW

Candidates who have passed the written exam will be invited to an interview, which will in theory take place at the IOC headquarters in Madrid. If necessary, the interview can be conducted virtually or by telephone. The interviews will focus on competences and candidates will be asked to describe concrete and relevant examples of their professional experience in fields related to the IOC. Interviews may also include motivational and technical questions.

VIII- NOTIFICATION OF RESULTS

The process will end with the selection of a candidate for the position. A waiting list will be established with the most qualified candidates who have not been selected. The Executive Secretariat will inform the selected candidate and the candidates on the waiting list of the outcome of the recruitment process by email.

Applicants authorise the IOC to use the data and information contained in their application to carry out the selection process. Additional information may be requested as part of this process. The selected candidate also authorises the publication of the result, including their name and nationality, on the IOC website.

NB: Staff of the Executive Secretariat are not allowed to engage in any paid or political activities, nor to hold any other position outside the IOC, either continuously or intermittently.

Until the contract is signed, the IOC 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 provides life, supplementary accident and health insurance. Health insurance can also be taken out for dependants.

Provident fund: At the end of the probationary period (eight months), staff participate in a provident (pension) fund by contributing 7.9% of their gross salary. In addition, the IOC contributes 7.9% of the staff's gross salary to this fund.

The staff's share of the contribution to the provident fund and health insurance scheme (25% of the insurance premium of the staff member and dependants) is deducted from their net salary for each pay period.

Dependency allowances: In accordance with the provisions of the Staff Regulations, officials with dependants receive an allowance for each dependant: spouse (€187.50/month); child (€168.70/month) and/or secondary dependants (€351.60/year).

School fees: Officials are entitled to a reimbursement of 75% of specific school fees, up to €7 089.12/year for each dependent child or €9 452.12 for a dependent disabled child.

Enquiries concerning other statutory conditions of employment can be addressed to iooc@internationaloliveoil.org.