



VACANCY NOTICE

Ref : COI- AV/6/2022

RECRUITMENT TYPE	On the basis of merits and tests
JOB TITLE	Head of the Olive Oil Technology and Environment Department
CATEGORY AND GRADE	Administration Category, Grade 9 - Step 1
LOCATION	Madrid, Spain
RECRUITMENT TYPE	Local or international, as appropriate
TYPE OF APPOINTMENT	Fixed term (4 years) ¹
TRIAL PERIOD	8 months
DESIRED DATE OF COMMENCEMENT OF EMPLOYMENT	January 2023
AGE LIMIT	Less than 60 at the time of application
DEADLINE FOR RECEIPT OF APPLICATIONS	31 October 2022 at midnight (Madrid time, Spain).
ADDRESS FOR SENDING APPLICATIONS	iooc@internationaloliveoil.org
CONDITIONS OF EMPLOYMENT	See attached note

The IOC will not cover travel or other costs related to the application process.

¹ In accordance with article 13.2 of the Staff Regulations, the duration of the appointment is permanent in the case of existing staff with an open-ended contract.



I- CONTEXT

The International Olive Council (IOC) is the international, intergovernmental organization mandated to administer the 2015 International Agreement on Olive Oil and Table Olives. 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 Organization. It currently has five official languages (Arabic, English, French, Italian and Spanish), two of which are working languages (English and French).

This announcement is to invite applications for the post of Head of the Olive Oil Technology and Environment Department of the Executive Secretariat of the IOC.

II- DESCRIPTION OF FUNCTIONS

Under the supervision of the Head of the Olive Growing, Olive Oil Technology and Environment Unit, the incumbent will be responsible for the following tasks and responsibilities.

Tasks:

Assistance to the Head of the Unit in olive growing, olive technology and environment activities in the following areas

Areas of activity:

- ✓ Creation of working and discussion groups on specific issues.
- ✓ Coordination of studies and specific activities on the environmental footprint.
- ✓ Coordination of research and development projects aimed at new concepts in quality improvement and sustainable development.
- ✓ Carrying out activities for the identification, preservation and use of the genetic sources of the olive tree.
- ✓ Coordination of work on the exchange of phytosanitary information and data.
- ✓ Organisation of awareness-raising activities on good agricultural practices.
- ✓ Management of global collections and implementation of plant certification protocols.



III- ELIGIBILITY CRITERIA

- Citizenship of one of the IOC members²;
- Good health (the Executive Secretariat may require the applicant to undergo a medical examination);
- Education and experience:
 - University degree (at least the equivalent of four years of university study) in agronomy or a similar field. Knowledge of the olive sector will be considered an asset.
- Experience:
 - Minimum of four years' experience in similar fields
- Languages:
 - Good command of English or French (minimum B2) and knowledge of at least one other official language of the Organisation. Knowledge of any other language would be an asset.
 - Language proficiency must be certified in writing or confirmed by a level test conducted by the IOC.
- Other :
 - Computer skills: Word, Excel, PowerPoint at user level
 - Knowledge of public management (budget preparation and expenditure management) would be an asset.

IV- CANDIDATE

Applicants are requested to send the documents listed below to the Executive Secretariat at the following email address: iooc@internationaloliveoil.org.

1. Completed application form (available online in the Vacancies section of the IOC website: <http://www.internationaloliveoil.org>)
2. Cover letter
3. Photocopy of diploma(s)
4. Documents proving professional experience

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



5. Documents proving 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 deemed relevant by the applicant (optional). Letters of recommendation will be an asset.

Documents must be submitted with the above numbering and separated by a cover page indicating the name of the document and the number assigned.

The vacancy notice number (COI-AV/6/2022) should be given in the subject line of the email.

The closing date is midnight (Madrid, Spain time) on **31 October 2022**.

Applying for this post implies acceptance of the terms and conditions set out in this vacancy notice.

V- ASSESSMENT 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 the members and 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 step

Once the deadline has passed, the evaluation board 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 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. Successful candidates will be duly informed.

2.2. Second stage

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 the headquarters of the IOC. The date and time of the exam will be communicated to the shortlisted candidates.

VI- EVALUATION CRITERIA

The evaluation criteria are as follows:

EVALUATION CRITERIA	
I-File :	Maximum 60 points (candidates with a score of 25 points or less will be eliminated)
Studies ▪	Maximum 25 points (candidates with a score of 10 points or less will be eliminated)
Relevant professional experience	Maximum 25 points (candidates with a score of 10 points or less will be eliminated)
Languages	Maximum 10 points (candidates with a score of 5 points or less will be eliminated)
II- Written examination	Maximum 40 points (candidates with a score of 20 points or less will be eliminated)

Candidates who obtain a score of 25 or less for their dossier will be automatically eliminated.

VII- INTERVIEW

At the end of the second stage of the evaluation process, a final list of at least two (2) candidates will be established. Successful candidates will be duly informed and proceed to the next phase of interviews with the Selection Committee, which will present its conclusions and recommendations to the Executive Director.



The interview will usually take place at IOC headquarters (Madrid), but may also be conducted by telephone or Skype if necessary. Interviews may focus on competencies and candidates may be asked to describe a relevant concrete example from their personal work experience that corresponds to the competencies required by the IOC. Interviews may also include motivational questions as well as technical questions.

VIII- NOTIFICATION OF RESULTS

The process will conclude 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 data may be requested throughout the process. The selected candidate also authorises the publication of the results of the recruitment, including their name and nationality, on the IOC webpage.

NB: Staff members of the Executive Secretariat shall not be allowed to engage in any remunerated activities, political activities or employment outside the IOC, either continuously or intermittently.



EXPLANATORY NOTE

Head of Department

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

Insurance: The official is covered by life insurance, supplementary accident insurance and health insurance. The latter can also be taken out for dependants.

Pension fund: At the end of the probationary period (eight months), the official participates in a pension fund (retirement), to which they contribute 7.9% of their gross salary. The IOC also contributes 7.9% of the official's gross salary to this fund.

The official's contribution to the pension fund and health insurance scheme (25% of the insurance premium for the official and each dependant) is deducted from the official's net monthly salary.

Dependency allowance: officials with dependants in accordance with the Staff Regulations receive an allowance for each dependant: spouse (€187.5/month); dependent child (€168.70/month) and/or secondary dependant (€351.60 per year).

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

All enquiries concerning other statutory terms of recruitment may be addressed to: iooc@internationaloliveoil.org