



## VACANCY NOTICE

Ref.: COI- AV/6/2022

<b>TYPE OF RECRUITMENT:</b>	Based on merits and competitive examinations
<b>TITLE OF POST:</b>	Head of the Olive Oil Technology and Environment Department
<b>CATEGORY AND GRADE:</b>	Administrative Category, Grade 9 – Step 1
<b>LOCATION:</b>	Madrid, Spain
<b>TYPE OF RECRUITMENT:</b>	Local or international, as appropriate
<b>TYPE OF APPOINTMENT:</b>	Fixed term (four years, with the possibility of renewal for a maximum of four years) <sup>1</sup>
<b>PROBATIONARY PERIOD:</b>	8 months
<b>PREFERRED STARTING DATE:</b>	January 2023
<b>AGE LIMIT:</b>	Not more than 60 at the time of application
<b>CLOSING DATE FOR RECEIPT OF APPLICATIONS:</b>	30 October 2022 at midnight (time at Madrid, Spain).
<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> 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 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 DUTIES

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

### Tasks:

Assist the Head of Unit with activities relating to olive growing, olive oil technology and the environment according to the following:

### Lines of activity:

- ✓ Creation of working and discussion groups on specific issues
- ✓ Coordination of specific studies and activities relating to the environmental footprint
- ✓ Coordination of research and development projects aimed at new concepts in quality improvement and sustainable development
- ✓ Implementation of activities for the identification, conservation and utilization of genetic olive resources
- ✓ Coordination of phytosanitary information- and data-sharing
- ✓ Organization of activities to increase awareness of good agricultural practices
- ✓ Management of world collections and implementation of plant certification protocols.



### III- ELIGIBILITY CRITERIA

- Citizenship of one of the Member Countries of the IOC<sup>2</sup>;
- Good health (the Executive Secretariat may require the candidate to undergo a medical examination);
- Education
  - University qualifications (five-years, with master's degree or equivalent) in the agronomic field or similar. Knowledge of the olive sector would be an asset.
- Experience:

At least four years' professional experience in the same field as the position.
- Languages:

Good command of English or French (minimum B2) and have 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 by written or confirmed in a level test conducted by the IOC.
- Others:
  - Computer literacy. Word, Excel, PowerPoint at user level.
  - Knowledge of public management (budget preparation and expenditure management) would be an asset.

### IV- APPLICATION

Candidates are requested to send the documents listed below to the Executive Secretariat of the IOC at the following e-mail 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. Motivation 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

<sup>2</sup> The list of IOC Members may be consulted at :

<http://www.internationaloliveoil.org/about-ioc/list-of-ioc-members/>



7. Full CV
8. Any other documentation considered relevant by the candidate (optional).  
Letters of recommendation 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 - AV/6/2022) in the subject line of your email.

The closing date is midnight (time at Madrid, Spain), **30 October 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 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 stage:**

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. 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.

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

## **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 ▪ Engineer, Master or equivalent	Maximum 35 points (candidates scoring below 10 will be disqualified)
Relevant professional experience in the same field as the position:	Maximum 10 points (candidates scoring below 05 will be disqualified)
Knowledge of the olive sector and activities related to the position	Maximum 20 points (candidates scoring below 10 will be disqualified)
Knowledge of public management (budget preparation and expenditure management)	Maximum 05 points
Languages:	Maximum 25 points (candidates scoring below 11 will be disqualified)
Computer literacy:	Maximum 05 points (candidates scoring below 02 will be disqualified)
<b>II- Written examination:</b>	Maximum <b>100 points</b> (candidates scoring below 50 will be disqualified)



## 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. The selected candidates will be duly informed. The selected candidates will proceed to the next phase of interviews with the Selection Committee, which will present its conclusions and recommendations to the Executive Director.

This interview usually takes place at the IOC headquarters (Madrid) but may, if necessary, be conducted by telephone or Skype. Interviews may focus on competencies and candidates may be asked to describe a relevant concrete example from their personal work experience that matches the competencies needed by the IOC. 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 authorize 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 authorizes the publication of the outcome, including his or her name and nationality, on the website of the IOC.

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

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## EXPLANATORY NOTE

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### 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 makes a contribution of 7.9% of the gross salary of staff 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:** Staff with dependents, according to the provisions of the Staff Regulations, 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 a ceiling of €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)