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COUNCIL

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VACANCY NOTICE

VACANCY ANNOUNCEMENT: COI/AV-7/2022

TYPE OF RECRUITMENT COMPETITION:	External, based on merits and competitive examination
TITLE OF POST:	English Translator (self-revising) and Content Writer
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:	Not later than 1 April 2023
AGE LIMIT:	Not more than 60 on 1 April 2023
CLOSING DATE FOR RECEIPT OF APPLICATIONS:	31 December 2022 at midnight (Madrid Time)
ADDRESS FOR THE RECEIPT OF APPLICATIONS:	iooc@internationaloliveoil.org
STATUTORY TERMS OF EMPLOYMENT:	See note attached

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 13.6 of the Staff Regulations, officials recruited from 2017 onwards will be given contracts of up to four years with the possibility of one or more extensions for up to four additional years.

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



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 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.

The purpose of this announcement is to invite applications for the post of **English Translator and Content Writer** in the Translation and Communication Department.

II - DESCRIPTION OF DUTIES

The incumbent will have the following responsibilities and duties:

Translation:

- Translation of a range of general, administrative, economic, scientific, technical and other texts into English, ensuring that translations are equivalent in meaning and style to the original texts
- Stylistic and grammatical editing of texts written by non-native speakers
- Proofreading
- Drafting
- Assistance with managing outsourced translation services
- Research into points of terminology, language and subject matter
- Performance of any other duties normally carried out by a translator in an international organisation.

Content creation for the website:

- Gather information and draft press releases
- Help develop and implement the IOC's editorial and communication strategy
- Share articles on social networks (Twitter, LinkedIn, etc.)
- Help organise communication events

These duties and responsibilities may be modified as part of the ongoing reforms to adapt the IOC Rules of Procedure, Financial Regulation, Staff Regulations, organisation chart and job descriptions to the International Agreement on Olive Oil and Table Olives.

The IOC retains the right to extend the deadline for applications by an additional month if fewer than five applications are submitted by 31 December 2022.



Applicants will be duly informed of the extension and may add additional documents to their application.

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 degree (at least the equivalent of four years of university study) in translation or in another subject plus postgraduate qualifications in translation.
 - Diploma or certificate in content creation, communication or community management will be considered an asset.
- Experience:
 - At least three years of experience in similar fields. Translation experience with an international organisation will be considered a very strong asset.
 - Knowledge of the olive sector will be considered an asset.
- Languages:
 - English as mother tongue, or as dominant language with an in-depth knowledge of English grammar, style and usage
 - Very thorough knowledge of French and Spanish
 - Knowledge of Italian and/or Arabic will be considered an asset.
- IT & social media:
 - Good knowledge of the web environment and trends/practices as well as fluency on social networks.
- Other abilities:
 - Clear and concise style; broad general knowledge
 - Ability to work under pressure and meet tight deadlines while maintaining quality during periods of high workload
 - Sense of responsibility and readiness to work as part of a team and to show commitment to the job.

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



IV- APPLICATION

Candidates must send the documents listed below to the Executive Secretariat by email to: iooc@internationaloliveoil.org.

1. Completed application form (available 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.

These documents must be submitted using the above numbering. They must be separated by a cover page clearly stating the name and number of the document.

Please remember to state the vacancy notice number (COI AV7-/2022) in the subject line of your email.

The closing date is midnight (Madrid, Spain time), 31 December 2022.

Submitting 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. The successful candidate will be appointed based on 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.

The post will be filled without distinction as to race, religion, or sex.



2. Screening Process

2.1. Stage one

Once the deadline has passed, the evaluation committee will examine the applications and review the profiles to verify that the candidates are eligible and suitable for the position, and that they meet the requirements outlined in the vacancy notice.

Any candidate who has not submitted the form and the required documentation in time 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 move onto the next stage. Candidates who are retained will be duly informed.

2.2. Stage two

This stage consists of a **written exercise** to assess the competence and skills that are expected of successful candidates. The exercise 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 selected candidates will be informed of the date and time of the exam.

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

VI- EVALUATION CRITERIA

The evaluation criteria are as follows:

Evaluation:	
I- Dossier:	Maximum 100 points (candidates scoring below 45 will be disqualified)
Studies	Maximum 45 points (candidates scoring below 20 will be disqualified)
Relevant professional experience in translation	Maximum 40 points (candidates scoring below 15 will be disqualified)
Relevant professional experience in communication	Maximum 15 points (candidates scoring below 10 will be disqualified)
II- Written examination:	Maximum 100 points (candidates scoring below 40 will be disqualified)



VII- INTERVIEW

Interview: At the end of the second stage of the evaluation process, a final list of at least two candidates will be drawn up. Successful candidates will be duly informed and proceed to the interview stage with the selection committee, which will then 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 OUTCOME

The process will end once a candidate has been selected for the post. A waiting list will be drawn up with the highest scoring 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 given in their applications in the selection process. Additional information may be requested as part of this process. The selected candidate also authorises the IOC to publish the outcome, including their name and nationality, on the website.

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

Until the contract is signed, the IOC may cancel the selection procedure without the candidates being entitled to any claim. Such a decision will be done with reason and the IOC will notify the candidates.



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EXPLANATORY NOTE

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

Insurance: The IOC will 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 eight-month probationary period, 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 the fund.

Staff contributions 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