



INTERNATIONAL  
OLIVE  
COUNCIL

CONSEJO  
OLEICOLA  
INTERNACIONAL

CONSEIL  
OLEICOLE  
INTERNATIONAL

CONSIGLIO  
OLEICOLO  
INTERNAZIONALE

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## VACANCY NOTICE

REF: COI AV-1/2023

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| <b>RECRUITMENT TYPE:</b>                         | Based on merits  |
| <b>JOB TITLE:</b>                                | Executive Director   |
| <b>CATEGORY AND GRADE:</b>                       | Administrative category, Grade 1 – Step 1  |
| <b>LOCATION:</b>                                 | Madrid, Spain  |
| <b>TYPE OF RECRUITMENT:</b>                      | Local or international, as appropriate   |
| <b>TYPE OF APPOINTMENT:</b>                      | Fixed-term (4 years)   |
| <b>PREFERRED STARTING DATE:</b>                  | January 2024   |
| <b>ADDRESS FOR RECEIPT OF APPLICATIONS:</b>      | chairman@internationaloliveoil.org, with a copy thereof for the Executive Secretariat (iooc@internationaloliveoil.org) |
| <b>OPENING DATE:</b>                             | 09/02/2023   |
| <b>CLOSING DATE FOR RECEIPT OF APPLICATIONS:</b> | 10/04/2023 at midnight (Madrid time, Spain)  |



## 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).

## II. RESPONSIBILITIES

The Executive Director shall be responsible for carrying out the tasks incumbent upon him or her in the application of the Agreement and of the rules established by the International Olive Council, as well as for coordinating the Advisory Committee on Olive Oil and Table Olives.

The Unit for Internal Control and the Departments for External Relations & Permanent Secretariat of the Advisory Committee and the Council of Members, Translation and Communication and Legal Affairs shall be placed under the responsibility of the Executive Director.

## III. REQUIREMENTS

### 1) Eligibility requirements

- Nationality of a member country of the IOC.
- Enjoy full rights as a citizen.
- University qualifications officially recognised by the State where the qualifications are issued and granting admittance to PhD studies.
- At least 20 years post graduate professional experience, notably in staff management and administration, preferably in the agricultural–economic–trade food sector.
- Good command of at least two official languages of the IOC.
- Good health

### 2) Specific requirements

- Leadership qualities with a good track record of achievements.
- Excellent communication and negotiating ability.
- Strategic vision.
- Proven capacity to collaborate effectively within an international team, requiring both cultural flexibility and a team-spirited approach.
- Proven capacity in managing, planning workflow, coordinating, and motivating a team.
- Good command of both English and French.
- Knowledge of relevant financial procedures would be an asset.



#### IV. APPOINTMENT

- a) The Executive Director shall be appointed by the Council of Members from amongst the candidates put forward by the Members. The candidates shall be nationals of one of the Members.<sup>1</sup>
- b) Each candidate shall possess the experience, competence and integrity required to perform the tasks of the executive directorship.
- c) The International Olive Council shall open the time limit for the presentation of candidacies for the purpose of appointing the new Executive Director. The Chairperson shall officially inform the Members straight away.
- d) Within 60 calendar days of the date on which the time limit for the presentation of candidacies was opened, each Member may transmit to the Chairperson, with a copy thereof for the Executive Secretariat, the name of a candidate and a full dossier of elements in support of the candidacy. The Executive Secretariat shall, on the instructions of the Chairperson, transmit such information in full to the other Members.
- e) A Selection Committee, comprising the Heads of Delegation, assisted by an external expert on staff selection and presided by the Chairperson of the International Olive Council, shall meet within the 30 calendar days following the time limit set for the presentation of candidacies. The Committee shall review the candidacies presented and interview the candidates. After the interviews, the Committee shall propose to the Members (officially and in writing) the appointment of the new Executive Director.
- f) The travel and subsistence expenses of candidates for the purpose of attending the interview with the Selection Committee shall not be defrayed by the IOC.
- g) The conditions of engagement of the Executive Director are established in Annex I of the Rules of Procedure. The minimum profile required is specified in Annex II of the Rules of Procedure. The salary of the Executive Director shall be that set for grade 1 in Annex I of the Staff Regulations.
- h) The Executive Director shall be appointed for a period of four years, subject to the successive prolongations of the Agreement. The Council of Members may decide to renew or extend the appointment for not more than one period of a maximum of four years.
- i) The engagement of the Executive Director shall be governed by his or her instrument of appointment. Such instrument shall be appended to the Decision of the Council of Members regarding the appointment of the Executive Director, which Decision shall be signed by the Chairperson. The instrument of appointment shall become effective upon acceptance by the appointed candidate. Any unilateral reservations entered by the

<sup>1</sup> The list of the IOC members can be found at: <https://www.internationaloliveoil.org/about-ioc/list-of-ioc-members/>



appointed candidate shall be considered void. The instrument of appointment shall be accompanied by a copy of these Rules of Procedure and of the Staff Regulations.

- j) The instrument shall include, in addition, the procedures and conditions applicable in the event of resignation, or of the termination or expiry of the engagement of the Executive Director, and such other conditions as may be established at the time of engagement. The instrument shall likewise list the provisions of the Staff Regulations which apply to the Executive Director.
- k) If the contract of the Executive Director should expire before a new incumbent has been chosen, the Council of Members shall decide which senior official shall act as interim Executive Director until a new Executive Director takes up his or her duties.

## V. PLANNED SCHEDULE

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| <b>Approval of job descriptions and schedule</b>                       | November 2022 at the 116th session of the Council of Members |
| <b>Opening date</b>  | 09 February 2023   |
| <b>Deadline for receipt of applications</b>                            | 10 April 2023  |
| <b>Meeting of Selection Committee</b>                                  | 10 & 11 May 2023 (webinar)                                   |
| <b>Interview and Selection of candidates by the Council of Members</b> | June 2023 at the 117th meeting                               |
| <b>Recruitment</b>   | January 2024   |

## VI. CANDIDATE

Members are requested to send the documents listed below to [chairman@internationaloliveoil.org](mailto:chairman@internationaloliveoil.org) with a copy thereof for the Executive Secretariat ([iooc@internationaloliveoil.org](mailto: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



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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 should be given in the subject line of the email. The closing date is midnight (Madrid, Spain time) on 10 April 2023

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



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## **EXPLANATORY NOTE**

### **Executive Director**

**Salary (2022) Gross:** €304.857/year. **Net:**€158.851/year.

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

**Pension fund:** IOC staff 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:** IOC staff with dependants in accordance with the Staff Regulations receive an allowance for each dependant: spouse (€13.833/year); dependent child (€2.024/year) 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.