



INTERNATIONAL
OLIVE
COUNCIL

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OLEICOLA
INTERNACIONAL

CONSEIL
OLEICOLE
INTERNATIONAL

CONSIGLIO
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INTERNAZIONALE

المجلس
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VACANCY NOTICE

REF: COI AV-3/2023

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| RECRUITMENT TYPE: | Based on merits |
| JOB TITLE: | Deputy Executive Director 2 |
| CATEGORY AND GRADE: | Administrative category, Grade 3 – Step 1 |
| LOCATION: | Madrid, Spain |
| TYPE OF RECRUITMENT: | Local or international as appropriate |
| TYPE OF APPOINTMENT: | Fixed-term (4 years) |
| PREFERRED STARTING DATE: | July 2024 |
| AGE LIMIT: | Less than 60 at the time of the closing date for the receipt of applications. |
| ADDRESS FOR RECEIPT OF APPLICATIONS: | secComiteDEAdj@internationaloliveoil.org |
| OPENING DATE: | 12/07/2023 |
| CLOSING DATE FOR RECEIPT OF APPLICATIONS : | 10/09/2023 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. RESPONSABILITIES

The Units for Financial Management and Administrative Management and Human Resources and the Department of Observatory & Information Systems shall be placed under the responsibility of Deputy Executive Director II (Administrative and Financial Affairs).

Under the authority of the Executive Director, the Deputy Executive Director shall exercise his/her duties in accordance with the Agreement, the Rules of Procedure and the Staff Regulations.

The DED 2 is also in charge of Data protection.

III. REQUIREMENTS

3) 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 15 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

4) 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 Deputy Executive Directors shall be appointed by the Council of Members from amongst the candidates proposed by the Members. The minimum profile required is described in Annex II of the Rules of Procedure.
- b) The selection of the Deputy Executive Directors shall be subject, *mutatis mutandis*, to the procedures described in article 20, paragraph 1(a) to (f) inclusive. The Executive Director shall attend meetings of the Selection Committee of the Deputy Executive Directors.

Rules of procedure Art. 20:

(a) The Deputy 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 Members¹.

(b) Each candidate shall possess the experience, competence and integrity required to perform the tasks of the deputy executive directorship.

(c) The International Olive Council shall open the time limit for the presentation of candidacies for the purpose of appointing the new Deputy 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 Deputy 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.

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



- c) The conditions of engagement of the Deputy Executive Directors shall be described in the Staff Regulations and in their contract. The salary attributable to this post shall be fixed for grades 2 and 3, step 1 in Annex I of the Staff Regulations. Upon appointment, the provisions of article 15 of the Staff Regulations shall be applicable for the purposes of determining the salary of the Deputy Executive Directors.
- d) The Council of Members may, without prejudice to the provisions of the Staff Regulations, decide special conditions upon the engagement of the Deputy Executive Directors.
- e) The Deputy Executive Directors shall be under the authority of the Executive Director and shall be in direct contact with the committees set up in their sphere of responsibility.
- f) The Deputy Executive Directors shall be appointed for a period of not more than four years, subject to the successive prolongations of the Agreement. The Council of Members may decide to renew or extend their appointment for a period of not more than four years.
- g) The Deputy Executive Directors shall be responsible for the management of the Units they are assigned.

V. PLANNED SCHEDULE

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| Approval of job descriptions and schedule | November 2022 at the 116th session of the Council of Members |
| Opening date | 12 July 2023 |
| Deadline for receipt of applications | 10 September 2023 |
| Meeting of Selection Committee | 10 & 11 October 2023 (webinar) |
| Interview and Selection of candidates by the Council of Members | November 2023 at the 118th meeting |
| Recruitment | July 2024 |



VI. CANDIDATE

Members are requested to send the documents listed below to secComiteDEAdj@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
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 September 2023.

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



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EXPLANATORY NOTE

Deputy Executive Director

Salary (2022) Gross: €234.300/year. **Net:**€124.464/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: 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 (€8.629/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.