



VACANCY NOTICE

Ref: COI AV-4/23

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| TYPE OF RECRUITMENT COMPETITION | Based on the merits of the candidate and tests |
| JOB TITLE | Head of the Legal Department |
| CATEGORY AND GRADE | Administration Category, Grade 9 – Step 1 |
| LOCATION | Madrid, Spain |
| TYPE OF RECRUITMENT | Local or international, as appropriate ¹ |
| TYPE OF APPOINTMENT | * Fixed term (4 years) |
| PROBATIONARY PERIOD | 8 months |
| DATE OF ENTRY INTO SERVICE | January 1st, 2024 |
| AGE LIMIT | Under 60 years of age at the deadline for applications |
| DEADLINE FOR APPLICATIONS | 24 October 2023 at midnight (Madrid time, Spain) |
| ADDRESS FOR APPLICATIONS | iooc@internationaloliveoil.org |

** In accordance with article 13.2 of the Staff Regulations, the duration of the appointment is permanent in the case of statutory staff with an indefinite contract.*

¹ Candidates are recruited locally when they meet one of the following two conditions: they are nationals of the country where headquarters is based (Spain) or, at the time of recruitment, they have lived in the headquarters country for at least one year without interruption.



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Travel and other expenses related to the application are not covered by the IOC.

I. CONTEXT

The International Olive Council (IOC) is the international and intergovernmental organisation responsible for administering the International Agreement on Olive Oil and Table Olives 2015. It provides an international forum for stakeholders in the olive oil and table olive world and as such carries out a wide range of activities for its member countries.

The IOC is served by an Executive Secretariat (ES) headed by an Executive Director. The Executive Secretariat is responsible for implementing its decisions and strategies and for meeting the needs of the Organisation. The IOC has five official languages (Arabic, English, French, Italian and Spanish). English and French are the standard working languages of the Executive Secretariat.

The purpose of this notice is to invite applications for the post of Head of the Legal Department.

II. JOB DESCRIPTION

Under the supervision of the Executive Director, the incumbent will be responsible for the following:

- 1- Partnership and support for development
 - Providing advice to IOC structures (Council of Members, ES committees, etc)
 - Drafting and monitoring standard agreements
 - Drafting strategic contracts and legal specifications
 - Archiving agreements and conventions
- 2- Litigation and general regulation
 - Litigation:
 - Managing pre-litigation
 - Coordinating and monitoring the IOC's interests before the courts
 - Monitoring the enforcement of judgments
 - General regulation:
 - Ensuring compliance with legal obligations, including public procurement and contracts
 - Identifying legal issues and proposing solutions



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- Proposing revisions to procedures with legal risks
- Monitoring all regulations and case law
- Archiving legal files and disseminating information

3- Acting Internal Comptroller

III. ELIGIBILITY CRITERIA

- Citizenship of an IOC Member State
- Good health (the ES may ask the applicant to undergo a medical examination)
- Studies
 - University degrees or certificates (at least the equivalent of four years of successful university studies) in law
- Experience
 - Minimum of four years' experience in similar fields
- Languages
 - Good knowledge of at least two official languages of the IOC and, among these languages, a good command of French and/or English (minimum level: B2)
 - Language proficiency must either be certified in writing or confirmed by a level test conducted by the IOC
- OTHER REQUIREMENTS
 - Knowledge of public international law and European law
 - Knowledge of public Spanish law
 - Knowledge of public management of international organisations
 - Computer skills (Word and Excel, user level)
 - Skills: responsibility; self-learning; teamwork; autonomy; adaptability; people skills; communication and writing skills
 - Knowledge of the language of the country of the headquarters (Spain)
- Assets
 - Additional legal studies (Master's degree, doctorate, etc.)
 - Availability on the date of recruitment
 - Availability to travel

Applicants will be selected without regard to race, gender or religion.



IV. RECRUITMENT PROCEDURE

1. CANDIDATE

Applicants should send the following documents to the ES at: iooc@internationaloliveoil.org.

- Completed application form (on the IOC website, under “Vacancies”): <http://www.internationaloliveoil.org>
- Cover letter
- Photocopy of university diplomas
- Documents accrediting professional experience
- Documents accrediting language skills
- Photocopy of passport (main page) or DNI for local candidates
- Full CV
- Any other document the applicant deems necessary (optional). Letters of recommendation are an asset.

Put the vacancy notice number COI AV-4/23 in the subject line of your email.

The deadline for applications is midnight (Madrid time, Spain) 24 October 2023.

Submitting an application implies that the candidate accepts the terms and conditions set out in this vacancy notice.

2. ASSESSMENT PROCESS

2.1. General principles

The overriding consideration in this recruitment process is to secure the services of people with the highest standards of ability, competence and integrity.

Without prejudice to the need to draw on new competences at all levels, consideration should be given, when filling vacancies by means of a competition, to the qualifications and experience of the persons who already work in the Organisation.

At the end of the first stage of the evaluation process, a shortlist will be drawn up and the selected candidates will proceed to the next stage.

The evaluation criteria are as follows:



| EVALUATION CRITERIA | |
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| I- Dossier | Maximum 60 points (candidates with a score of 25 points or less will be eliminated) |
| Studies | Maximum 20 points (candidates with a score of 10 points or less will be eliminated) |
| Related experience | Maximum 30 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 tests | Maximum 40 points (candidates with a score of 20 points or less will be eliminated) |

Applicants who score 25 or less for their dossier will be automatically eliminated.

2.2. Selection process

Step one

Once the deadline has passed, the evaluation committee will examine the files submitted and review all profiles to verify the eligibility and suitability of the candidates for the post, in accordance with the minimum requirements stipulated in the vacancy notice.

Any applicant who fails to submit the form and all required documents within the deadline 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 proceed to the next stage. Successful candidates will be informed.

Step two

A **written exercise** will assess the competences and skills expected of successful candidates and will generally focus on the technical competences set out in the vacancy notice.

Depending on the circumstances, the exam will take place either online or at IOC headquarters. The shortlisted candidates will be informed of the date and time of the exam.

Candidates who score 20/40 or less will be automatically eliminated.



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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 informed.

Successful candidates will proceed to the interview phase. The selection committee will present its findings and recommendations to the Executive Director.

2.3. INTERVIEW

Candidates who have passed the written examination will be invited to an interview. This interview will typically take place at IOC headquarters in Madrid. If necessary, the interview can be conducted virtually or by telephone. The interviews will focus on competences. Candidates will be asked to describe concrete and relevant examples of their professional experience related to the IOC. Interviews may also include motivational and technical questions.

NOTIFICATION OF RESULTS

The process will end when a candidate is selected for the position and a waiting list is drawn up. The ES will inform the successful candidate and the candidates on the waiting list of the outcome by email.

Applicants authorise the IOC to use the data and information in their application to carry out the selection process. Additional information may be requested as part of this process. The successful candidate also authorises the ES to publish the result, including their name and nationality, on the IOC website.

NB: Staff of the ES are not permitted to engage in any paid or political activities, nor to hold any other position outside the IOC, either continuously or intermittently.

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 motivated and notified to the candidates.



EXPLANATORY NOTE

Head of Department

Salary: Gross: €81,872/year. Net: €48,471/year.

Insurance: The IOC provides life, supplementary accident and health insurance. Health insurance can also be taken out for dependants.

Provident fund: At the end of the probationary period (eight months), 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 this fund.

The staff's share of the contribution to the provident fund and health insurance scheme (25% of the insurance premium of the staff member and dependants) is deducted from their net salary for each pay period.

Dependency allowances: In accordance with the provisions of the Staff Regulations, officials with dependants receive an allowance for each dependant: spouse (€187.50/month); child (€168.70/month) and/or secondary dependants (€351.60/year).

School fees: Officials are entitled to a reimbursement of 75% of specific school fees, up to €7 089.12/year for each dependent child or €9 452.12 for a dependant disabled child.

Enquiries concerning other statutory conditions of employment can be addressed to iooc@internationaloliveoil.org.