



VACANCY NOTICE

Ref.: COI AV-2/24

TYPE OF RECRUITMENT:	Based on merits and competitive examinations
TITLE OF POSITION:	Budgetary Monitoring and Travel Section
CATEGORY AND GRADE:	General Services Category, Grade 6 – Step 1
LOCATION:	Madrid, Spain
TYPE OF RECRUITMENT:	Local or international, as appropriate
TYPE OF APPOINTMENT:	Fixed-term (4 years)*
PROBATIONARY PERIOD:	8 months
PREFERRED STARTING DATE:	16 March
AGE LIMIT:	Not older than 60 years of age at the time of applying.
DEADLINE FOR RECEIPT OF APPLICATIONS:	24 January 2025 at midnight (Madrid time, Spain)
ADDRESS FOR RECEIPT OF APPLICATIONS:	iooc@internationaloliveoil.org

**According to Article 13.2 of the Staff Regulations, the length of the appointment shall be permanent in the case of existing staff with an indefinite contract.*

The IOC will not cover any travel or other expenses associated with the application process.

Any enquiries regarding the statutory terms of employment may be addressed to the IOC Executive Secretariat (Príncipe de Vergara 154, Madrid, 28002, Spain; e-mail: iooc@internationaloliveoil.org).



I- BACKGROUND

The International Olive Council (IOC) is the international, intergovernmental organisation tasked with administering the International Agreement on Olive Oil and Table Olives, 2015. It serves as a global forum for stakeholders in the olive oil and table olive sector, carrying out numerous activities to benefit its member countries.

The IOC is supported by an Executive Secretariat headed by an Executive Director, which is responsible for implementing the Organisation's decisions and strategies, and addressing its needs. The IOC operates in five official languages (Arabic, English, French, Italian, and Spanish). English and French serve as the primary working languages of the Executive Secretariat.

This vacancy announcement invites applications for the position of Head of the Budgetary Monitoring and Travel Section within the Executive Secretariat of the IOC.

II- DESCRIPTION OF DUTIES

Under the supervision of the Head of the Financial Unit, the incumbent will be responsible for the following key tasks and responsibilities:

- Participate in budget preparation
- Settle travel costs of officials' missions
- Verify invoices from the travel agency
- Reconcile pending payments to the travel agency
- Arrange travel for trainees
- Arrange travel for the home leave of administrative category officials
- Monitor the budget
- Communicate with member countries regarding their contributions (e.g., requests for contributions, acknowledgement of payment receipts, reminders, etc.)
- Verify and monitor the status of Members' contributions
- Support the Head of the Financial Unit

III- ELIGIBILITY CRITERIA

1. General:

- Citizenship from an IOC member country;
- Good health (the Executive Secretariat may require the candidate to undergo a medical examination);
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2. Academic:

- University degree (four years or more) in finance, management, public administration, or similar.

3. Experience:

- Some experience working with the private sector, state-owned/public entities, sector ministries, or management offices is required.
- Previous experience in international organisations or governmental bodies is considered an asset.

4. Languages:

- Good command of English or French (minimum level B2), as well as of at least one other official language of the Organisation.

5. Other:

- Comfortable using accounting and financial systems
- Computer literacy (Good command of Microsoft Excel and Word)
- Knowledge of public management (budget preparation and expenditure management)
- Knowledge of international organisation procedures
- Spanish language skills
- Availability on the date of recruitment

Candidates will be selected without distinction as to race, sex or religion.

IV- RECRUITMENT PROCESS

IV.1 APPLICATION

Candidates are requested to send the documents listed below to the Executive Secretariat at the following email address: iooc@internationaloliveoil.org.

1. A completed application form (available online in the 'Vacancies' section of the [IOC website](#))
2. Cover letter
3. Photocopy of the candidate's university/bachelor's degree
4. Documents providing proof of professional experience
5. Documents providing proof of language skills
6. Photocopy of the candidate's 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) shall be considered an asset



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The documents must be submitted, duly numbered according to the aforementioned list, and separated by a cover page displaying the document's name and its assigned number.

Please remember to state the vacancy notice number (COI AV2/2024) in the subject line of your email.

The deadline for receipt of applications is 24 January 2025 at midnight (Madrid time, Spain).

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

IV.2 ASSESSMENT PROCESS

IV.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.

Therefore, in accordance with the IOC Staff Regulations, applications from people already working within the Organisation will be given the highest consideration for their qualifications and expertise.

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

The assessment criteria are as follows:

Assessment:	
I- Dossier:	Maximum 60 points (candidates scoring below 30 will be disqualified)
Academic	Maximum 20 points (candidates scoring below 10 will be disqualified)
Experience	Maximum 20 points (candidates scoring below 10 will be disqualified)
Languages	Maximum 15 points (candidates scoring below 8 will be disqualified)
Other	Maximum 5 points (candidates scoring below 2 will be disqualified)
II- Written examination:	Maximum 40 points (candidates scoring below 25 will be disqualified)

Candidates scoring less than 30 out of 60 in the assessment of their dossier will automatically be disqualified.



IV.2.2. Screening Process

Step one

After the deadline has passed, the Evaluation Committee will examine the submitted files and review all profiles to verify the eligibility and suitability of the candidates for the position, in accordance with the minimum requirements outlined in the vacancy notice.

Any applicant who fails to submit the form and all required documents by the deadline will be automatically disqualified.

At the end of the first stage of the assessment process, a shortlist will be compiled, and the selected candidates will proceed to the next stage. Successful candidates will be notified.

Step two

A **written exercise** will assess the competences and skills expected of successful candidates, primarily focusing on the technical competences outlined in the vacancy notice.

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

Candidates who score below 25 will be automatically disqualified.

At the end of the second stage of the assessment process, a final list of at least two candidates will be compiled. The selected candidates will be notified.

Successful candidates will then proceed to the interview phase. The Evaluation Committee will present its findings and recommendations to the Executive Director.

IV.2.3. Interview

Candidates who pass the written examination will be invited to an interview, which will typically take place at the IOC headquarters in Madrid. If necessary, the interview can be conducted online or by telephone. The interviews will focus on the candidates' competences, requiring them to provide concrete and relevant examples of their professional experience related to the IOC. Interviews may also include motivational and technical questions.

IV.2.4. Notification of results



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The recruitment process will conclude once a candidate is selected for the position and a waiting list is compiled. The Executive Secretariat will notify the successful candidate and those on the waiting list of the outcome by email.

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

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

Please note that the description of this position may be subject to change if the organisational chart is revised.

Until the contract is signed, the IOC may cancel the recruitment process, with no entitlement to claims from candidates. Such a decision will be motivated and communicated to the candidates.



EXPLANATORY NOTE

Head of Section

Salary: Gross: €57.613/year. Net: 47.162/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 Fund. They contribute 7.9% of their gross salary to this fund. In addition, the IOC contributes 7.9% of the staff's gross salary to this fund.

The share of staff contribution to the Provident Fund and the health insurance scheme (25% of the insurance premium for the staff member and their dependents) is deducted from their net pay each payment period.

Dependency allowance: According to the provisions of the Staff Regulations, staff with dependents receive an allocation for each dependent: spouse (€1,460/year); child (€2,024/year); and/or secondary dependents (€351.60/year).

Education grant: Staff are entitled to a 75% reimbursement of specific education expenses, up to €900 year for each dependent child or €9,452.12 for a dependent child with a disability.
