

Vacancy Notice

Ref: COI AV2 /26

Recruitment type	Merit- and examination-based
Position title	Head of the Facility Management Section
Category and grade	General Services Category, Grade 6 – Step 1
Location	Madrid, Spain
Recruitment	Local
Appointment type	Fixed-term (4 years) ¹
Probationary period	8 months
Start date (preferable)	16 April 2026
Age limit	Maximum 60 years on 16 April 2026
Deadline for receipt of applications	2 February 2026 at midnight (Madrid time)
Address for submitting applications	iooc@internationaloliveoil.org
Statutory employment conditions	See attached note

The IOC does not cover travel or other expenses incurred during the recruitment process.

¹ In accordance with Article 13 of the IOC Staff Regulations, the duration of the contract of recruited officials is a maximum of four years, with the possibility of one or more extensions for a maximum of four additional years.

1. Background

The International Olive Council (IOC) is the international, intergovernmental organisation responsible for 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. The Executive Secretariat is responsible for implementing the decisions and strategies adopted by the IOC Council of Members and for meeting the needs of the Organisation. The IOC currently has five official languages (Arabic, English, French, Italian and Spanish), two of which are working languages (English and French).

The purpose of this notice is to invite applications for the position of Head of the Facility Management Section at the IOC Executive Secretariat.

2. Job description

Under the supervision of the Head of the Administrative Management and Human Resources Unit, the incumbent will be responsible for the following duties and responsibilities:

Task

Assist the Administrative Management and Human Resources Unit with procurement and the monitoring, distribution and management of stocks.

Duties

- Prepare draft tender specifications, including those relating to IT procurement and contracting (excluding ERP).
- Manage calls for tenders of the administrative section of the budget related to the Facility Management Section (dispatch, reception, analysis, sorting...).
- Prepare and send contracts, draw up purchase orders.
- Take delivery of and distribute office supplies.
- Manage stock and inventory, including IT supplies.
- Monitor financial procedures relating to expenditure, purchase of stocks and immovable property.
- See to the logistics management of official IOC meetings.

- Calculate all expenditures relating to the Goods and Services budget chapter (except travel-related expenditures).
- Check payments.
- Carry out any relevant budgetary studies.
- Check and enter invoices in the financial system.
- Participate in budget preparation.
- Be responsible for energy efficiency at the Executive Secretariat headquarters.
- Provide ad interim cover for responsibilities having to do with information systems within the Observatory Department.

3. Eligibility criteria

- Citizenship of an [IOC Member Country](#)
- Good health (the Executive Secretariat may ask the applicant to undergo a medical examination)
- Education and experience
 - University degree (minimum four years) related to the subject of the post defined in the job description (fields such as administration, engineering, economics, law or similar), with a minimum of 4 years' professional experience in the same field as the position.
 - Previous experience in international organisations or governmental entities is considered an asset.
 - Experience with IT projects or having certificates recognizing IT skills is considered an asset.
- Languages
 - Good command of English or French (B2 level), as well as at least one of the other official languages of the Organisation. Knowledge of additional languages will be considered an asset.
 - Language proficiency must be certified in writing or confirmed by a language assessment conducted by the IOC, if deemed necessary by the evaluation committee in cases where the declared language is not the candidate's mother tongue.

The diploma submitted as proof of language proficiency must be issued by a recognised institution (such as Cambridge, IELTS or TOEFL for English; DELF or DALF for French; DELE or SIELE for Spanish; CELI, CILS or PLIDA for Italian). University studies completed in a given language will be accepted

as evidence of a B2 level in that language. If there are any doubts regarding the validity or adequacy of the submitted qualification, candidates may be required to take a language assessment test.

- Others
 - Computer literacy: The minimum requirement to apply is proficiency in office software packages, particularly having an advanced level in Microsoft Excel.
 - Knowledge of contract management, including IT contracts, stock management, preparation and management of administrative budgets, preparation and management of tender procedures.

4. Applications

Applicants should send the documents listed below to the Executive Secretariat at the following e-mail address: iooc@internationaloliveoil.org

1. Completed application form (available online in the "[Vacancies](#)" section of the IOC website)
2. Motivation letter
3. Photocopies of university diplomas ³
4. Documents proving professional experience
5. Documents proving language skills
6. Photocopy of passport (main page) or national identity document (DNI) for local candidates.
7. Full CV
8. Any other document deemed relevant by the candidate (optional). Letters of recommendation are an asset.

The documents must be submitted duly numbered with the aforementioned number and separated by a cover page indicating the name of the document and the assigned number.

Please remember to indicate the vacancy notice number (COI AV2/26) in the subject line of your email.

The deadline for receipt of applications is 2 February 2026 at midnight (Madrid time, Spain).

By submitting an application, candidates acknowledge and accept the terms and conditions set out in this vacancy notice.

³ If the diplomas are in a language other than one of the official languages of the IOC, an official translation must be attached.

5. Evaluation process

5.1. General principles

The primary consideration in this recruitment process is to secure the services of a person who demonstrates the highest standards of competence, efficiency and integrity. The appointment will be made based on the principle of proportional alternation among member countries and geographical balance.

Attention will also be given to the qualifications and expertise of candidates already working with the Organisation, in accordance with the IOC Staff Regulations.

Recruitment is based on merit and adheres to the principle of equal opportunity, without distinction of race, religion, gender or origin.

5.2. Selection process

5.2.1. First stage

This stage includes tests that will be conducted by an external recruitment agency if decided by the evaluation committee. These tests are designed to assess the skills and competencies expected of the shortlisted candidates and will generally focus on the technical skills outlined in the vacancy notice.

5.2.2. Written test

Candidates shortlisted in the previous stages will be asked to sit a written exam, either in person or online.

The purpose of the written examination is to objectively and consistently assess whether candidates possess the competencies required to perform the duties of the post, as outlined in the vacancy notice. The examination will evaluate the specific knowledge and skills directly related to the tasks and responsibilities of the position. It will focus primarily on the practical application of professional knowledge to realistic, work-related scenarios.

To ensure fairness and predictability in the assessment process, all shortlisted candidates will receive, within the same timeframe, identical information and instructions necessary to prepare for the written examination.

6. Assessment criteria

The assessment criteria are set out in the table below:

Assessment criteria	
1) Application dossier	Maximum 100 points (candidates scoring less than 60 will be disqualified)
• Education	Maximum 20 points (candidates scoring less than 10 will be disqualified)
• Professional experience; technical skills; management and leadership skills; and additional skills	Maximum 60 points (candidates scoring less than 30 will be disqualified)
• Languages	Maximum 10 points (candidates scoring less than 5 points will be disqualified)
• Experience in public institutions / international organisations	Maximum 5 points
• Letters of recommendation	Maximum 5 points
2) Written examination	Maximum 100 points (candidates scoring less than 50 will be disqualified)

**The final evaluation score will be calculated according to the following weighting: 60% for the application dossier and 40% for the written evaluation.*

7. Interview

Candidates who successfully complete the third stage will be invited to an interview, which will in principle take place at the IOC headquarters in Madrid. If necessary, the interview may be conducted virtually or by telephone. The interviews will be competency-based, and candidates will be asked to provide concrete and relevant examples of their professional experience related to the IOC's areas of work. The interviews may also include questions on motivation and technical knowledge.

8. Notification of results

The process will conclude with the selection of a candidate for the position. A reserve list will be developed with the most qualified candidates who were not selected. The Executive Secretariat will inform the selected candidate and the candidates on the reserve list by email.

Candidates authorise the IOC to use the data and information provided in their application for the purpose of the selection process. Additional information may be requested as part

of this process.

The selected candidate also authorises the publication of the recruitment outcome, including their name and nationality, on the IOC website.

Note: Staff of the Executive Secretariat are not permitted to engage in any paid activities or political activities, nor to hold any other position outside the IOC, whether on a continuous or occasional basis.



Explanatory Note

Head of Section

Salary:

- Gross: 59.629€/year
- Net: 48.813€ /year

Insurance: The IOC covers life insurance, supplementary accident insurance 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 fund (pension scheme) by contributing 7.9% of their gross salary. In addition, the IOC contributes 7.9% of the staff member's gross salary to this fund.

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

Allowances for dependants: In accordance with the provisions of the Staff Regulations, staff members with dependants are entitled to an allowance for each dependant: spouse (€1,460/year); child (€2,024/year); and/or secondary dependant (€351.60/year).

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

Any questions concerning other statutory employment conditions may be addressed to iooc@internationaloliveoil.org.