



Vacancy Notice

Ref: COI AV4/2026

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 ¹
Appointment type	Fixed-term (4 years) ²
Probationary period	8 months
Start date (preferable)	01 October 2026
Age limit	Less than 60 years old at the time of the appointment
Deadline for receipt of applications	5 July 2026 at 23:59 (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 According to Article 11 of the Staff Regulations, candidates are considered locally recruited if they meet one of the following two conditions: they are nationals of the country of headquarters (Spain) or they have lived continuously in the headquarters country for at least one year prior to recruitment. Officials in the General Services category shall always be considered as locally recruited.

² According to Article 13 of the Staff Regulations, recruitments shall be made for a maximum four-years contract with the possibility of one or more prolongations for a maximum of four additional years (maximum length eight years). The length of the appointment shall be permanent in the case of statutory staff already holding an indefinite contract.





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 post of Head of the Facility Management section, as part of the Administrative Management and Human Resources Unit of the IOC Executive Secretariat.

2. Job description

The incumbent will have the following responsibilities and fulfil the following duties:

Assist the Administrative Management and Human Resources Unit with the management of contracts (particularly contracts related to the facilities and operations of the institutional headquarters); preparation and management of annual budgets for operating expenses; preparation and management of bidding processes for the procurement of services; and management of direct purchases of goods and services.

Main tasks:

- Prepare draft tender specifications.
- Manage calls for tenders under the administrative section of the budget related to the Facility Management Section (dispatch, receipt, analysis, sorting, etc.).
- Prepare and send contracts, draw up purchase orders.
- Receive and distribute office supplies.
- Manage stock and inventory, including IT supplies.
- Monitor financial procedures relating to expenditure, purchase of stocks and immovable property.
- Manage the logistics of official IOC meetings.





- Calculate all expenditures relating to the Goods and Services budget chapter (except travel-related expenditures).
- Verify payments.
- Conduct budgetary analyses as required.
- Verify and enter invoices into the financial system.
- Participate in budget preparation.
- Be responsible for energy efficiency at the Executive Secretariat.
- Provide interim cover for Information Systems responsibilities within the Observatory function.

3. Eligibility criteria

- Applicants must be nationals³ of an IOC member country.
- Successful candidates shall be required to complete a satisfactory medical examination to determine their fitness for service from a health point of view.
- Education
 - University degree (four years or more) related to the subject of the post identified in the job description (fields such as administration, engineering, economics, law or similar).
- Professional experience
 - At least four years of experience related to the subject of the post identified in the job description.
 - Previous experience in international organisations or governmental entities is considered an asset.
 - Experience with IT projects or having certificates recognising IT skills shall be considered an asset.
- Languages
 - Good command of English (B2 level) and/or French (B2 level)
 - Good command of Spanish (B2 level)
 - Knowledge of other official languages of the Organisation shall be considered an asset

³ The list of IOC member countries is available on the [IOC website](#).





Language proficiency must be certified in writing or confirmed by a language assessment conducted by the IOC in cases where the declared language is not the candidate's mother tongue⁴.

- Other
 - Computer literacy: The position requires advanced proficiency in standard office software, with a particular emphasis on Excel. Experience with office tools such as ERP systems, electronic signature systems, email systems, document editing, and presentations is recommended.

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
2. Motivation letter
3. Photocopies of university diplomas
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.

In order to facilitate the evaluation process, candidates are kindly requested to submit documents duly numbered with the number and separated by a cover page indicating the name of the document and the assigned number.

Applicants are therefore required to provide appropriate documentation relating to education, professional experience, language proficiency, and any other relevant qualifications.

Applicants must provide documentary evidence of employment (e.g. certificates,

⁴ Language proficiency must be supported by a recognised awarding body (e.g. Cambridge, IELTS or TOEFL for English; DELF or DALF for French; DELE or SIELE for Spanish; CELI, CILS or PLIDA for Italian; ALPT or CIMA in the case of Arabic. It can also be proven by a certificate assessing that university studies have been conducted in the relevant language (C1). Bilingual secondary education diplomas and certificates are also admitted (B2). In the absence of official certificates or diplomas, the candidate will be required to sit a language test.





references, and official statements) showing the title, position or functions performed. Incomplete documentation will not be considered

Only documents submitted in the IOC's official languages will be considered valid. In case the relevant supporting documents are written in a non-official language, an official translation must be submitted.

Please remember to indicate the vacancy notice number (COI AV4/2026) in the subject line of your email.

The deadline for receipt of applications is 5 July 2026 at 23:59 (Madrid time, Spain). By applying, candidates acknowledge and accept the terms and conditions set out in this vacancy notice.

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

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 application 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.





5.2.2. Written examination

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.

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	Maximum 60 points (candidates scoring less than 30 will be disqualified)
• Languages	Maximum 10 points (candidates scoring less than 7 points will be disqualified)
• Others	Maximum 10 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 examination.





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 established 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.

An appeal against the vacancy notice may be lodged with the Executive Director within 20 calendar days of the publication of the vacancy notice.

Any applicants who consider their rights to have been violated may lodge a complaint with the Executive Director within fifteen working days of the publication of the final decision. The Executive Director shall take a reasoned decision on the complaint within ten working days of receiving it.

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





Explanatory Note

Head of the Facility Management 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 Regulation, staff members with dependants are entitled to an allowance for each dependant: spouse (1,460 €/year); child (1,488 €/year); and/or secondary dependant (105€/year).

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

