



Vacancy Notice

Ref: COI AV6/2026

Recruitment type	Merit and examination-based
Position title	Head of the International Standardisation Department
Category and grade	Administrative Category, Grade 9 – Step 1
Location	Madrid, Spain
Recruitment	Local or International ¹ , as appropriate
Appointment type	Fixed term (4 years) ²
Probationary period	8 months
Start date (preferable)	01 November 2026
Age limit	Less than 60 years old at the time of the appointment
Deadline for receipt of applications	05 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 International Standardisation Department, as part of the Standardisation and Research Unit of the IOC Executive Secretariat.

2. Job description

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

- Examine and oversee all matters and activities related to the harmonisation of sensory analysis laboratories of virgin olive oils (VOOs):
 - Organise the annual workshop for of IOC-recognised tasting panel leaders
 - Supervise national activities and training of VOOs sensory analysis laboratories
 - Elaboration of training programs and managing samples
 - Monitoring the use of the platform for panel harmonisation with a view to improving VOOs tasting panels
- Monitoring the IOC institutional patronage of courses organised by the competent authorities of countries.
- Collaboration with other IOC operational units in activities related to the dissemination of IOC standards and methods and training activities for tasting panels.
- Ensuring compliance with deadlines in accordance with the Standardisation and Research programme of activities and IOC procedures.
- Budget monitoring: Assistant to the initiator for the fulfilment of commitments, and settlements for the unit's activities.





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 (5 years of higher education) in the field of science, biology, veterinary, medicine, pharmacy, food technology, chemistry or a related discipline.
 - A PhD will be considered an asset
- Professional experience
 - At least 6 years' experience in a similar field of work. Related fields include standardisation or control bodies; laboratory work; participation in the development or revision of standards; experience with olive products, particularly in VOOs sensory analysis; and tasting panel training
 - Experience as a panel leader or taster of an IOC-recognised VOO tasting panel will be considered an asset
 - Experience in harmonization of VOOs tasting panels
 - Scientific publications in recognised journals will be considered an asset
- Technical skills
 - In-depth knowledge of VOO sensory analysis panels (training, quality control, etc.)
 - In-depth knowledge of standards (international standards in sensory analysis, IOC standards, good practices for sensory experimentation)
 - Leading training courses or background and previous professional experience in VOO sensory analysis panels and statistics applied to VOO sensory analysis.
 - Recognised IOC certifications or specialised internships in VOO sensory analysis are considered an asset
- Management and leadership skills
 - Experience in a public institution or international organisation will be considered an asset
 - Coordination, leadership, management, teamwork, adaptability, initiative, communication skills

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





- Ability to coordinate with various regional or international partners
- Languages
 - Good command of English (C1 level)
 - Knowledge of additional IOC-official languages will be considered an asset (B2 level).

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 assets
 - Proficiency in standard Microsoft Office applications (Word, Excel and PowerPoint)
 - Proficiency in tools and software officially used in sensory analysis (tools used for sensory analysis in tasting panels, IOC Excel software for organoleptic assessment, etc.)
 - Excellent ability to draft reports, make strategic presentations and represent the Organisation at international conferences, meetings and events

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)

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.





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, 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 AV6/2026) in the subject line of your email.

The deadline for receipt of applications is 05 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 examination, 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 5 points will be disqualified)
• Assets	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 International Standardisation Department

Salary:

- Gross: 88,761 €/year
- Net: 52,549 €/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 (2,250 €/year); child (2,024 €/year); and/or secondary dependant (351.6 €/year).

Tuition fees: Staff members are entitled to reimbursement of 75% of specific education expenses, up to €7,089.12 per year for each dependent child, or €9,452.12 for a dependent child with a disability.

