



Vacancy Notice

Ref: COI AV8/2026

Recruitment type	Merit and examination-based or merit based
Position title	Head of the Promotion Department
Category and grade	Administrative Category, Grade 9 – Step 1
Location	Madrid, Spain
Recruitment	Local or international ¹
Appointment type	Fixed-term (4 years) ²
Probationary period	8 months
Start date (preferable)	October 2026
Age limit	Less than 60 years old at the time of the appointment
Deadline for receipt of applications	01/10/2026 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 Promotion Department as part of the Economic Affairs and Promotion Unit of the IOC Executive Secretariat.

2. Job description

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

1. Tasks:

Assist the Head of the Economy and Promotion Unit with activities to promote olive products and the IOC standard.

2. Lines of activity :

- Conduct prospective market research
- Coordinate campaigns to promote olive products and standards
- Evaluate promotion campaigns
- Organise educational and awareness-raising activities on olive oil and IOC standards
- Coordinate the organisation of World Olive Day
- Manage activities relating to grants
- Strive to enhance consumer perception of olive products and the IOC standard.



Its day-to-day responsibilities will include:

- Conduct studies, sectoral analyses, and forward-looking assessments.
- Monitor performance indicators related to trade promotion and market development activities.
- Contribute to the development of partnerships and the formulation of new projects and initiatives.
- Prepare technical reports, analytical briefs, and strategic documents.

3. Eligibility criteria

- Applicants must be nationals³ of one of the Member States of the International Olive Council
- 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 comprising five years of higher education (e.g. a five-year bachelor's degree, master's degree, or equivalent) in International Business, Marketing, International Development, Agricultural Economics, Business Management, Agribusiness, Food Science or another relevant field considered appropriate for the required profile.
- Professional experience:
 - At least five (5) years' relevant professional experience in trade promotion, market development, international trade, private sector development, or value chain development.
 - Proven experience within an international organisation, development agency, public institution, or donor-funded project would be an asset.
 - Experience in organising trade events and facilitating partnerships.
 - Knowledge of the olive sector would be an advantage.
- Languages
 - Good command of English and/or French [C1] level
 - Good command of another official language [at least B2]
 - Knowledge of additional languages will be considered an asset [at least B2].

³ The list of Member States can be checked in the IOC web page <https://www.internationaloliveoil.org/who-we-are/#members>



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/Skills:

Technical Competencies:

- Strong economic and commercial analytical skills.
- Proficiency in market data collection, analysis, and interpretation.
- Excellent report-writing skills, with the ability to prepare technical reports and strategic documents.
- Good knowledge of market access mechanisms and trade policies.

Behavioural Competencies:

- Excellent organisational and planning skills.
- Ability to work effectively in a multicultural environment and within multidisciplinary teams.
- Strong initiative and the ability to work independently.

Other Requirements:

- Good command of Microsoft Office applications (Word, Excel and PowerPoint).
- Knowledge of data analysis tools would be an asset.
- Knowledge of public financial management (budget preparation and expenditure management) would be an advantage.

4. Applications

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

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.



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, 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 AV8/26) in the subject line of your email.

The deadline for receipt of applications is 01/10/26 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 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 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.

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 50 will be disqualified)
• Education	Maximum 30 points (candidates scoring less than 15 will be disqualified)
• Professional experience	Maximum 30 points (candidates scoring less than 15 will be disqualified)
• Languages	Maximum 20 points (candidates scoring less than 10 points will be disqualified)
• Assets	Maximum 20 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: 50% for the application dossier and 50% 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 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.

Providentfund: 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.