



DECISION No DEC-I.4/116-VI/2022

CONCERNING THE OPENING OF THE PROCEDURE FOR THE SELECTION AND APPOINTMENT OF THE SENIOR OFFICIALS OF THE EXECUTIVE SECRETARIAT OF THE INTERNATIONAL OLIVE COUNCIL

THE COUNCIL OF MEMBERS OF THE INTERNATIONAL OLIVE COUNCIL,

Having regard to the International Agreement on Olive Oil and Table Olives, 2015, in particular article 7 (4) thereof;

Having regard to the Rules of Procedure of the International Olive Council, in particular articles 20 and 22 thereof;

Having regard to the structure of the Executive Secretariat of the International Olive Council;

Considering that the term of office of the current Senior Officials expires on 31 December 2023 in the case of the Executive Director and on 30 June 2024 in the case of the Deputy Executive Directors;

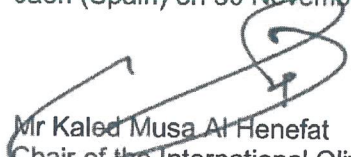
Considering that it is necessary to start the selection process for the Executive Director and Deputy Executive Director posts that will become vacant in 2024,

DECIDES

To begin the process to select and appoint the Senior Officials of the Executive Secretariat according to the vacancy notices attached to this Decision and in accordance with the following timetable:

1. The deadline for applications will be open from 9 February 2023 to 10 April 2023 in the case of the Executive Director and from 12 July 2023 to 10 September 2023 in the case of the Deputy Executive Directors. During this period, each Member may submit one candidate on the terms set out in the vacancy notice.
2. The Selection Committee, composed of the Heads of Delegation, assisted by an external expert in staff selection and presided over by the Chair of the International Olive Council, will meet on 10 and 11 May 2023 by videoconference to review the applications for the Executive Director post and on 10 and 11 October 2023 by videoconference to review the applications for the Deputy Executive Director posts.
3. The selected candidates will be interviewed during the 117th session (June 2023) for the Executive Director post and during the 118th session (November 2023) for the Deputy Executive Director posts.

Jaén (Spain) on 30 November 2022


Mr Kaled Musa Al Henefat
Chair of the International Olive Council



INTERNATIONAL
OLIVE
COUNCIL

CONSEJO
OLEÍCOLA
INTERNACIONAL

CONSEIL
OLEICOLE
INTERNATIONAL

CONSIGLIO
OLEICOLO
INTERNAZIONALE

المجلس
الدولي
للزيتون

VACANCY NOTICE

REF: COI AV-XX/2023

RECRUITMENT TYPE:	Based on merits
JOB TITLE:	Executive Director
CATEGORY AND GRADE:	Administrative category, Grade 1 – Step 1
LOCATION:	Madrid, Spain
TYPE OF RECRUITMENT:	Local or international, as appropriate
TYPE OF APPOINTMENT:	Fixed-term (4 years)
PREFERRED STARTING DATE:	January 2024
ADDRESS FOR RECEIPT OF APPLICATIONS:	chairman@internationaloliveoil.org, with a copy thereof for the Executive Secretariat (iooc@internationaloliveoil.org)
OPENING DATE:	09/02/2023
CLOSING DATE FOR RECEIPT OF APPLICATIONS:	10/04/2023 at midnight (Madrid time, Spain)



I. CONTEXT

The International Olive Council (IOC) is the international, intergovernmental organization mandated to administer the 2015 International Agreement on Olive Oil and Table Olives. It is an international forum for stakeholders in the olive and olive oil world and as such carries out numerous activities for the benefit of its member countries.

The IOC is served by an Executive Secretariat headed by an Executive Director, which is responsible for implementing its decisions and strategies and serving the needs of the Organization.

It currently has five official languages (Arabic, English, French, Italian and Spanish), two of which are working languages (English and French).

II. RESPONSIBILITIES

The Executive Director shall be responsible for carrying out the tasks incumbent upon him or her in the application of the Agreement and of the rules established by the International Olive Council, as well as for coordinating the Advisory Committee on Olive Oil and Table Olives.

The Unit for Internal Control and the Departments for External Relations & Permanent Secretariat of the Advisory Committee and the Council of Members, Translation and Communication and Legal Affairs shall be placed under the responsibility of the Executive Director.

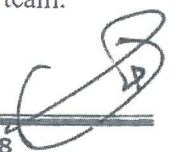
III. REQUIREMENTS

1) Eligibility requirements

- Nationality of a member country of the IOC.
- Enjoy full rights as a citizen.
- University qualifications officially recognised by the State where the qualifications are issued and granting admittance to PhD studies.
- At least 20 years post graduate professional experience, notably in staff management and administration, preferably in the agricultural-economic-trade food sector.
- Good command of at least two official languages of the IOC.
- Good health

2) Specific requirements

- Leadership qualities with a good track record of achievements.
- Excellent communication and negotiating ability.
- Strategic vision.
- Proven capacity to collaborate effectively within an international team, requiring both cultural flexibility and a team-spirited approach.
- Proven capacity in managing, planning workflow, coordinating, and motivating a team.
- Good command of both English and French.
- Knowledge of relevant financial procedures would be an asset.





INTERNATIONAL
OLIVE
COUNCIL

CONSEJO
OLEÍCOLA
INTERNACIONAL

CONSEIL
OLEICOLE
INTERNATIONAL

CONSIGLIO
OLEICOLO
INTERNAZIONALE

المجلس
الدولي
للزيتون

IV. APPOINTMENT

- a) The Executive Director shall be appointed by the Council of Members from amongst the candidates put forward by the Members. The candidates shall be nationals of one of the Members.¹
- b) Each candidate shall possess the experience, competence and integrity required to perform the tasks of the executive directorship.
- c) The International Olive Council shall open the time limit for the presentation of candidacies for the purpose of appointing the new Executive Director. The Chairperson shall officially inform the Members straight away.
- d) Within 60 calendar days of the date on which the time limit for the presentation of candidacies was opened, each Member may transmit to the Chairperson, with a copy thereof for the Executive Secretariat, the name of a candidate and a full dossier of elements in support of the candidacy. The Executive Secretariat shall, on the instructions of the Chairperson, transmit such information in full to the other Members.
- e) A Selection Committee, comprising the Heads of Delegation, assisted by an external expert on staff selection and presided by the Chairperson of the International Olive Council, shall meet within the 30 calendar days following the time limit set for the presentation of candidacies. The Committee shall review the candidacies presented and interview the candidates. After the interviews, the Committee shall propose to the Members (officially and in writing) the appointment of the new Executive Director.
- f) The travel and subsistence expenses of candidates for the purpose of attending the interview with the Selection Committee shall not be defrayed by the IOC.
- g) The conditions of engagement of the Executive Director are established in Annex I of the Rules of Procedure. The minimum profile required is specified in Annex II of the Rules of Procedure. The salary of the Executive Director shall be that set for grade 1 in Annex I of the Staff Regulations.
- h) The Executive Director shall be appointed for a period of four years, subject to the successive prolongations of the Agreement. The Council of Members may decide to renew or extend the appointment for not more than one period of a maximum of four years.
- i) The engagement of the Executive Director shall be governed by his or her instrument of appointment. Such instrument shall be appended to the Decision of the Council of Members regarding the appointment of the Executive Director, which Decision shall be signed by the Chairperson. The instrument of appointment shall become effective upon acceptance by the appointed candidate. Any unilateral reservations entered by the

¹ The list of the IOC members can be found at: <https://www.internationaloliveoil.org/about-ioc/list-of-ioc-members/>



INTERNATIONAL
OLIVE
COUNCIL

CONSEJO
OLEICOLA
INTERNACIONAL

CONSEIL
OLEICOLE
INTERNATIONAL

CONSIGLIO
OLEICOLO
INTERNAZIONALE

المجلس
الدولي
للزيتون

appointed candidate shall be considered void. The instrument of appointment shall be accompanied by a copy of these Rules of Procedure and of the Staff Regulations.

- j) The instrument shall include, in addition, the procedures and conditions applicable in the event of resignation, or of the termination or expiry of the engagement of the Executive Director, and such other conditions as may be established at the time of engagement. The instrument shall likewise list the provisions of the Staff Regulations which apply to the Executive Director.
- k) If the contract of the Executive Director should expire before a new incumbent has been chosen, the Council of Members shall decide which senior official shall act as interim Executive Director until a new Executive Director takes up his or her duties.

V. PLANNED SCHEDULE

Approval of job descriptions and schedule	November 2022 at the 116th session of the Council of Members
Opening date	09 February 2023
Deadline for receipt of applications	10 April 2023
Meeting of Selection Committee	10 & 11 May 2023 (webinar)
Interview and Selection of candidates by the Council of Members	June 2023 at the 117th meeting
Recruitment	January 2024

VI. CANDIDATE

Members are requested to send the documents listed below to chairman@internationaloliveoil.org with a copy thereof for the Executive Secretariat (ioc@internationaloliveoil.org):

1. Completed application form (available online in the Vacancies section of the IOC website: <http://www.internationaloliveoil.org>)
2. Cover letter
3. Photocopy of diploma(s)
4. Documents proving professional experience



INTERNATIONAL
OLIVE
COUNCIL

CONSEJO
OLEÍCOLA
INTERNACIONAL

CONSEIL
OLEÍCOLE
INTERNATIONAL

CONSIGLIO
OLEICOLO
INTERNAZIONALE

المجلس
الدولي
للزيتون

5. Documents proving language skills
6. Photocopy of passport (main page) or national identity document (DNI) in the case of local candidates
7. Full CV
8. Any other documentation deemed relevant by the applicant (optional). Letters of recommendation will be an asset.

Documents must be submitted with the above numbering and separated by a cover page indicating the name of the document and the number assigned. The vacancy notice number should be given in the subject line of the email. The closing date is midnight (Madrid, Spain time) on 10 April 2023

Applying for this post implies acceptance of the terms and conditions set out in this vacancy notice



INTERNATIONAL
OLIVE
COUNCIL

CONSEJO
OLEICOLA
INTERNACIONAL

CONSEIL
OLEICOLE
INTERNATIONAL

CONSIGLIO
OLEICOLO
INTERNAZIONALE

المجلس
الدولي
للزيتون

EXPLANATORY NOTE

Executive Director

Salary (2022) Gross: €304.857/year. **Net:** €158.851/year.

Insurance: IOC staff is covered by life insurance, supplementary accident insurance and health insurance. The latter can also be taken out for dependants.

Pension fund: IOC staff participates in a pension fund (retirement), to which they contribute 7.9% of their gross salary. The IOC also contributes 7,9% of the official's gross salary to this fund.

The official's contribution to the pension fund and health insurance scheme (25% of the insurance premium for the official and each dependant) is deducted from the official's net monthly salary.

Dependency allowance: IOC staff with dependants in accordance with the Staff Regulations receive an allowance for each dependant: spouse (€13.833/year); dependent child (€2.024/year) and/or secondary dependant (€351.60 per year).

Education allowance: Officials are entitled to a 75% reimbursement of specific education expenses, up to a ceiling of €7 089.12/year for each dependent child or €9 452.12 for a dependent child with a disability.



INTERNATIONAL
OLIVE
COUNCIL

CONSEJO
OLEICOLA
INTERNACIONAL

CONSEIL
OLEICOLE
INTERNATIONAL

CONSIGLIO
OLEICOLO
INTERNAZIONALE

المجلس
الدولي
للزيتون

VACANCY NOTICE

REF: COI AV-XX/2023

RECRUITMENT TYPE:	Based on merits
JOB TITLE:	Deputy Executive Director 1
CATEGORY AND GRADE:	Administrative category, Grade 3 – Step 1
LOCATION:	Madrid, Spain
TYPE OF RECRUITMENT:	Local or international as appropriate Fixed-
TYPE OF APPOINTMENT:	term (4 years)
PREFERRED STARTING DATE:	July 2024
AGE LIMIT:	Less than 60 at the time of the closing date for the receipt of applications.
ADDRESS FOR RECEIPT OF APPLICATIONS:	chairman@internationaloliveoil.org with a copy thereof for the Executive Secretariat (iooc@internationaloliveoil.org)
OPENING DATE:	12/07/2023
CLOSING DATE FOR RECEIPT OF APPLICATIONS :	10/09/2023 at midnight (Madrid time, Spain)



I. CONTEXT

The International Olive Council (IOC) is the international, intergovernmental organization mandated to administer the 2015 International Agreement on Olive Oil and Table Olives. It is an international forum for stakeholders in the olive and olive oil world and as such carries out numerous activities for the benefit of its member countries.

The IOC is served by an Executive Secretariat headed by an Executive Director, which is responsible for implementing its decisions and strategies and serving the needs of the Organization. It currently has five official languages (Arabic, English, French, Italian and Spanish), two of which are working languages (English and French).

II. RESPONSABILITIES

The Units for Economic Affairs and Promotion, Standardization and Research and Olive Growing, Olive Oil Technology and the Environment shall be placed under the responsibility of Deputy Executive Director I (Technical Affairs) and may be subdivided into departments.

Under the authority of the Executive Director, the Deputy Executive Director shall exercise his/her duties in accordance with the Agreement, the Rules of Procedure and the Staff Regulations.

III. REQUIREMENTS

1) Eligibility requirements

- Nationality of a member country of the IOC.
- Enjoy full rights as a citizen.
- University qualifications officially recognised by the State where the qualifications are issued and granting admittance to PhD studies.
- At least 15 years post graduate professional experience, notably in staff management and administration, preferably in the agricultural-economic-trade food sector.
- Good command of at least two official languages of the IOC.
- Good health

2) Specific requirements

- Leadership qualities with a good track record of achievements.
- Excellent communication and negotiating ability.
- Strategic vision.
- Proven capacity to collaborate effectively within an international team, requiring both cultural flexibility and a team-spirited approach.
- Proven capacity in managing, planning workflow, coordinating, and motivating a team.
- Good command of both English and French.
- Knowledge of relevant financial procedures would be an asset.



IV. APPOINTMENT

- a) The Deputy Executive Directors shall be appointed by the Council of Members from amongst the candidates proposed by the Members. The minimum profile required is described in Annex II of the Rules of Procedure.
- b) The selection of the Deputy Executive Directors shall be subject, *mutatis mutandis*, to the procedures described in article 20, paragraph 1(a) to (f) inclusive. The Executive Director shall attend meetings of the Selection Committee of the Deputy Executive Directors.

Rules of procedure Art. 20:

(a) The Deputy Executive Director shall be appointed by the Council of Members from amongst the candidates put forward by the Members. The candidates shall be nationals of one of the Members¹.

(b) Each candidate shall possess the experience, competence and integrity required to perform the tasks of the deputy executive directorship.

(c) The International Olive Council shall open the time limit for the presentation of candidacies for the purpose of appointing the new Deputy Executive Director. The Chairperson shall officially inform the Members straight away.

(d) Within 60 calendar days of the date on which the time limit for the presentation of candidacies was opened, each Member may transmit to the Chairperson, with a copy thereof for the Executive Secretariat, the name of a candidate and a full dossier of elements in support of the candidacy. The Executive Secretariat shall, on the instructions of the Chairperson, transmit such information in full to the other Members.

(e) A Selection Committee, comprising the Heads of Delegation, assisted by an external expert on staff selection and presided by the Chairperson of the International Olive Council, shall meet within the 30 calendar days following the time limit set for the presentation of candidacies. The Committee shall review the candidacies presented and interview the candidates. After the interviews, the Committee shall propose to the Members (officially and in writing) the appointment of the new Deputy Executive Director.

(f) The travel and subsistence expenses of candidates for the purpose of attending the interview with the Selection Committee shall not be defrayed by the IOC.

¹ The list of the IOC members can be found at: <https://www.internationaloliveoil.org/about-ioc/list-of-ioc-members/>



INTERNATIONAL
OLIVE
COUNCIL

CONSEJO
OLEÍCOLA
INTERNACIONAL

CONSEIL
OLEICOLE
INTERNATIONAL

CONSIGLIO
OLEICOLO
INTERNAZIONALE

المجلس
الدولي
للزيتون

- c) The conditions of engagement of the Deputy Executive Directors shall be described in the Staff Regulations and in their contract. The salary attributable to this post shall be that fixed for grades 2 and 3, step 1 in Annex I of the Staff Regulations. Upon appointment, the provisions of article 15 of the Staff Regulations shall be applicable for the purposes of determining the salary of the Deputy Executive Directors.
- d) The Council of Members may, without prejudice to the provisions of the Staff Regulations, decide special conditions upon the engagement of the Deputy Executive Directors.
- e) The Deputy Executive Directors shall be under the authority of the Executive Director and shall be in direct contact with the committees set up in their sphere of responsibility.
- f) The Deputy Executive Directors shall be appointed for a period of not more than four years, subject to the successive prolongations of the Agreement. The Council of Members may decide to renew or extend their appointment for a period of not more than four years.
- g) The Deputy Executive Directors shall be responsible for the management of the Units they are assigned.

V. PLANNED SCHEDULE

Approval of job descriptions and schedule	November 2022 at the 116th session of the Council of Members
Opening date	12 July 2023
Deadline for receipt of applications	10 September 2023
Meeting of Selection Committee	10 & 11 October 2023 (webinar)
Interview and Selection of candidates by the Council of Members	November 2023 at the 118th meeting
Recruitment	July 2024



INTERNATIONAL
OLIVE
COUNCIL

CONSEJO
OLEÍCOLA
INTERNACIONAL

CONSEIL
OLEICOLE
INTERNATIONAL

CONSIGLIO
OLEICOLO
INTERNAZIONALE

المجلس
الدولي
للزيتون

VI. CANDIDATE

Members are requested to send the documents listed below to chairman@internationaloliveoil.org, with a copy thereof for the Executive Secretariat (iooc@internationaloliveoil.org):

1. Completed application form (available online in the Vacancies section of the IOC website; <http://www.internationaloliveoil.org>)
2. Cover letter
3. Photocopy of diploma(s)
4. Documents proving professional experience
5. Documents proving language skills
6. Photocopy of passport (main page) or national identity document (DNI) in the case of local candidates
7. Full CV
8. Any other documentation deemed relevant by the applicant (optional). Letters of recommendation will be an asset.

Documents must be submitted with the above numbering and separated by a cover page indicating the name of the document and the number assigned. The vacancy notice number should be given in the subject line of the email. The closing date is midnight (Madrid, Spain time) on 10 September 2023.

Applying for this post implies acceptance of the terms and conditions set out in this vacancy notice



INTERNATIONAL
OLIVE
COUNCIL

CONSEJO
OLEICOLA
INTERNACIONAL

CONSEIL
OLEICOLE
INTERNATIONAL

CONSIGLIO
OLEICOLO
INTERNAZIONALE

المجلس
الدولي
للزيتون

EXPLANATORY NOTE

Deputy Executive Director

Salary (2022) Gross: €234.300/year. **Net:** €124.464/year.

Insurance: IOC staff is covered by life insurance, supplementary accident insurance and health insurance. The latter can also be taken out for dependants.

Pension fund: The official participates in a pension fund (retirement), to which they contribute 7.9% of their gross salary. The IOC also contributes 7.9% of the official's gross salary to this fund.

The official's contribution to the pension fund and health insurance scheme (25% of the insurance premium for the official and each dependant) is deducted from the official's net monthly salary.

Dependency allowance: Officials with dependants in accordance with the Staff Regulations receive an allowance for each dependant: spouse (€8.629/year); dependent child (€2.024/year) and/or secondary dependant (€351.60 per year).

Education allowance: Officials are entitled to a 75% reimbursement of specific education expenses, up to a ceiling of €7 089.12/year for each dependent child or €9 452.12 for a dependent child with a disability.



INTERNATIONAL
OLIVE
COUNCIL

CONSEJO
OLEÍCOLA
INTERNACIONAL

CONSEIL
OLEICOLE
INTERNATIONAL

CONSIGLIO
OLEICOLO
INTERNAZIONALE

المجلس
الدولي
للزيتون

VACANCY NOTICE

REF: COI AV-XX/2023

RECRUITMENT TYPE:	Based on merits
JOB TITLE:	Deputy Executive Director 2
CATEGORY AND GRADE:	Administrative category, Grade 3 – Step 1
LOCATION:	Madrid, Spain
TYPE OF RECRUITMENT:	Local or international as appropriate Fixed-
TYPE OF APPOINTMENT:	term (4 years)
PREFERRED STARTING DATE:	July 2024
AGE LIMIT:	Less than 60 at the time of the closing date for the receipt of applications.
ADDRESS FOR RECEIPT OF APPLICATIONS:	chairman@internationaloliveoil.org with a copy thereof for the Executive Secretariat (iooc@internationaloliveoil.org)
OPENING DATE:	12/07/2023
CLOSING DATE FOR RECEIPT OF APPLICATIONS :	10/09/2023 at midnight (Madrid time, Spain)





I. CONTEXT

The International Olive Council (IOC) is the international, intergovernmental organization mandated to administer the 2015 International Agreement on Olive Oil and Table Olives. It is an international forum for stakeholders in the olive and olive oil world and as such carries out numerous activities for the benefit of its member countries.

The IOC is served by an Executive Secretariat headed by an Executive Director, which is responsible for implementing its decisions and strategies and serving the needs of the Organization. It currently has five official languages (Arabic, English, French, Italian and Spanish), two of which are working languages (English and French).

II. RESPONSABILITIES

The Units for Financial Management and Administrative Management and Human Resources and the Department of Observatory & Information Systems shall be placed under the responsibility of Deputy Executive Director II (Administrative and Financial Affairs).

Under the authority of the Executive Director, the Deputy Executive Director shall exercise his/her duties in accordance with the Agreement, the Rules of Procedure and the Staff Regulations.

The DED 2 is also in charge of Data protection.

III. REQUIREMENTS

3) Eligibility requirements

- Nationality of a member country of the IOC.
- Enjoy full rights as a citizen.
- University qualifications officially recognised by the State where the qualifications are issued and granting admittance to PhD studies.
- At least 15 years post graduate professional experience, notably in staff management and administration, preferably in the agricultural-economic-trade food sector.
- Good command of at least two official languages of the IOC.
- Good health

4) Specific requirements

- Leadership qualities with a good track record of achievements.
- Excellent communication and negotiating ability.
- Strategic vision.
- Proven capacity to collaborate effectively within an international team, requiring both cultural flexibility and a team-spirited approach.
- Proven capacity in managing, planning workflow, coordinating, and motivating a team.
- Good command of both English and French.
- Knowledge of relevant financial procedures would be an asset.



IV. APPOINTMENT

- a) The Deputy Executive Directors shall be appointed by the Council of Members from amongst the candidates proposed by the Members. The minimum profile required is described in Annex II of the Rules of Procedure.
- b) The selection of the Deputy Executive Directors shall be subject, *mutatis mutandis*, to the procedures described in article 20, paragraph 1(a) to (f) inclusive. The Executive Director shall attend meetings of the Selection Committee of the Deputy Executive Directors.

Rules of procedure Art. 20:

(a) The Deputy Executive Director shall be appointed by the Council of Members from amongst the candidates put forward by the Members. The candidates shall be nationals of one of the Members¹.

(b) Each candidate shall possess the experience, competence and integrity required to perform the tasks of the deputy executive directorship.

(c) The International Olive Council shall open the time limit for the presentation of candidacies for the purpose of appointing the new Deputy Executive Director. The Chairperson shall officially inform the Members straight away.

(d) Within 60 calendar days of the date on which the time limit for the presentation of candidacies was opened, each Member may transmit to the Chairperson, with a copy thereof for the Executive Secretariat, the name of a candidate and a full dossier of elements in support of the candidacy. The Executive Secretariat shall, on the instructions of the Chairperson, transmit such information in full to the other Members.

(e) A Selection Committee, comprising the Heads of Delegation, assisted by an external expert on staff selection and presided by the Chairperson of the International Olive Council, shall meet within the 30 calendar days following the time limit set for the presentation of candidacies. The Committee shall review the candidacies presented and interview the candidates. After the interviews, the Committee shall propose to the Members (officially and in writing) the appointment of the new Deputy Executive Director.

(f) The travel and subsistence expenses of candidates for the purpose of attending the interview with the Selection Committee shall not be defrayed by the IOC.

¹ The list of the IOC members can be found at: <https://www.internationaloliveoil.org/about-ioc/list-of-ioc-members/>



- c) The conditions of engagement of the Deputy Executive Directors shall be described in the Staff Regulations and in their contract. The salary attributable to this post shall be that fixed for grades 2 and 3, step 1 in Annex I of the Staff Regulations. Upon appointment, the provisions of article 15 of the Staff Regulations shall be applicable for the purposes of determining the salary of the Deputy Executive Directors.
- d) The Council of Members may, without prejudice to the provisions of the Staff Regulations, decide special conditions upon the engagement of the Deputy Executive Directors.
- e) The Deputy Executive Directors shall be under the authority of the Executive Director and shall be in direct contact with the committees set up in their sphere of responsibility.
- f) The Deputy Executive Directors shall be appointed for a period of not more than four years, subject to the successive prolongations of the Agreement. The Council of Members may decide to renew or extend their appointment for a period of not more than four years.
- g) The Deputy Executive Directors shall be responsible for the management of the Units they are assigned.

V. PLANNED SCHEDULE

Approval of job descriptions and schedule	November 2022 at the 116th session of the Council of Members
Opening date	12 July 2023
Deadline for receipt of applications	10 September 2023
Meeting of Selection Committee	10 & 11 October 2023 (webinar)
Interview and Selection of candidates by the Council of Members	November 2023 at the 118th meeting
Recruitment	July 2024



INTERNATIONAL
OLIVE
COUNCIL

CONSEJO
OLEICOLA
INTERNACIONAL

CONSEIL
OLEICOLE
INTERNATIONAL

CONSIGLIO
OLEICOLO
INTERNAZIONALE

المجلس
الدولي
للزيتون

VI. CANDIDATE

Members are requested to send the documents listed below to chairman@internationaloliveoil.org, with a copy thereof for the Executive Secretariat (iooc@internationaloliveoil.org):

1. Completed application form (available online in the Vacancies section of the IOC website; <http://www.internationaloliveoil.org>)
2. Cover letter
3. Photocopy of diploma(s)
4. Documents proving professional experience
5. Documents proving language skills
6. Photocopy of passport (main page) or national identity document (DNI) in the case of local candidates
7. Full CV
8. Any other documentation deemed relevant by the applicant (optional). Letters of recommendation will be an asset.

Documents must be submitted with the above numbering and separated by a cover page indicating the name of the document and the number assigned. The vacancy notice number should be given in the subject line of the email. The closing date is midnight (Madrid, Spain time) on 10 September 2023.

Applying for this post implies acceptance of the terms and conditions set out in this vacancy notice



INTERNATIONAL
OLIVE
COUNCIL

CONSEJO
OLEÍCOLA
INTERNACIONAL

CONSEIL
OLEICOLE
INTERNATIONAL

CONSIGLIO
OLEICOLO
INTERNAZIONALE

المجلس
الدولي
للزيتون

EXPLANATORY NOTE

Deputy Executive Director

Salary (2022) Gross: €234.300/year. **Net:** €124.464/year.

Insurance: IOC staff is covered by life insurance, supplementary accident insurance and health insurance. The latter can also be taken out for dependants.

Pension fund: The official participates in a pension fund (retirement), to which they contribute 7.9% of their gross salary. The IOC also contributes 7,9% of the official's gross salary to this fund.

The official's contribution to the pension fund and health insurance scheme (25% of the insurance premium for the official and each dependant) is deducted from the official's net monthly salary.

Dependency allowance: Officials with dependants in accordance with the Staff Regulations receive an allowance for each dependant: spouse (€8.629/year); dependent child (€2.024/year) and/or secondary dependant (€351.60 per year).

Education allowance: Officials are entitled to a 75% reimbursement of specific education expenses, up to a ceiling of €7 089.12/year for each dependent child or €9 452.12 for a dependent child with a disability.