



Vacancy Notice

Ref: COI AV/2/25

Recruitment type	Merit- and examination-based
Position title	Head of the Olive Growing, Olive Oil Technology and Environment Unit
Category and grade	Administrative category; Grade 6- 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)	15 January 2026
Age limit	Maximum 60 on 15 January 2026
Deadline for receipt of applications	31 October 2025 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 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.

² 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.



Vacancy Notice

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 Olive Growing, Olive Oil Technology and Environment Unit of the IOC Executive Secretariat.

2. Job description

The responsibilities and duties of the incumbent are as follows:

2.1. Duties

- Examine all matters related to olive growing, olive oil technology and the environment.
- Formulate, supervise and monitor the Unit's technical projects and programmes, and contribute to the development of new programmes and activities.
- Adopt measures for technology transfer aimed at the sustainable development of the olive sector, particularly with regard to:
 - Good agricultural practices and the conservation of natural resources.
 - The sustainability of olive growing in the context of climate change.
 - The protection and enhancement of genetic resources.
 - Product quality improvement and the reuse of by-products.

2.2. Areas of activity

- Technical cooperation, research and development and technology transfer.
- Identification, conservation and use of olive tree genetic resources.



- Integrated and sustainable sector development in the context of climate change (carbon sequestration, ecosystem services, etc.).
- Coordination of the International Olive Germplasm Collections
- Expert groups, Technology and Environment Committee, administration of the Unit's data and information for the Olive Observatory.
- Preparation and monitoring of the Unit's budget and rolling four-year plan.

3. Eligibility criteria

- Citizenship of an [IOC Member Country](#)
- Good health (the Executive Secretariat may ask the applicant to undergo a medical examination)
- **Education**
 - University degree (5 years of higher education – engineering degree, master's or equivalent) in the field of agronomy or a related discipline.
 - A PhD will be considered an asset
- **Professional experience**
 - At least 10 years' experience in the sector, particularly in the fields of olive growing, olive oil technology and the environment.
 - Experience in the management, planning or coordination of technical programmes will be considered an asset.
 - Scientific publications in recognised journals will be considered an asset.
- **Technical skills**
 - In-depth knowledge of olive tree and olive oil cultivation techniques.
 - Good understanding of environmental issues relating to sustainability and ecological management.
 - Ability to analyse and integrate technical and ecological data for decision-making purposes.
- **Management and leadership skills**
 - Experience in managing teams, budgets and resources.
 - Experience in a public or international organisation will be considered an asset.
 - Leadership, negotiation and communication skills.
 - Ability to coordinate with various regional or international partners.
- **Additional skills**
 - Proficiency in standard Microsoft Office applications (Word, Excel and PowerPoint).



- Excellent ability to draft reports, make strategic presentations and represent the Organisation at international conferences, meetings and events.
- **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.

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: <http://www.internationaloliveoil.org>)
2. Motivation letter
3. Photocopies of university diplomas³
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 AV2/25) in the subject line of your email.

The deadline for receipt of applications is 31 October 2025 at midnight (Madrid time, Spain).

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



By submitting an application, 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

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.

5.2.2. Second stage

This stage includes tests that will be conducted by an external recruitment agency. 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.



5.2.3. Written test

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

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)
<ul style="list-style-type: none"> • Education 	Maximum 20 points (candidates scoring less than 10 will be disqualified)
<ul style="list-style-type: none"> • Professional experience; technical skills; management and leadership skills; and additional skills 	Maximum 60 points (candidates scoring less than 30 will be disqualified)
<ul style="list-style-type: none"> • Languages 	Maximum 10 points (candidates scoring less than 5 points will be disqualified)
<ul style="list-style-type: none"> • Experience in public institutions / international organisations 	Maximum 5 points
<ul style="list-style-type: none"> • Letters of recommendation 	Maximum 5 points
2) Written examination	Maximum 100 points (candidates scoring less than 50 will be disqualified)

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 result, 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 Unit

Salary:

- Gross: €163,339/year
- Net: €92,099/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 (€412.6/month); child (€168.70/month); and/or secondary dependant (€351.60/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.

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

Príncipe de Vergara, 154 – 28002 Madrid – Spain
Tel.: +34 915 903 638

E-Mail: iooc@internationaloliveoil.org
Internationaloliveoil.org

**INTERNATIONAL
OLIVE COUNCIL**

Calle Príncipe de Vergara, 154
28002 MADRID

APPLICATION FORM



Recent photo
(max. 5 x 5 cm)

Ref.: COI AV.....

Post					
Surname(s)					
Name(s)					
Address					
Telephone No.			Email		
Nationalities					
Passport No./ DNI			Date of expiry		
Date of birth			Place of birth		
Education					
University/Institution	Degree	From	To	Main subjects ¹	A ²

¹ Mention the main subjects

² Leave blank

Language proficiency (Please tick the corresponding box) ³							
	C2	C1	B2	B1	A2	A1	N ³
Arabic							
English							
French							
Italian							
Spanish							
Other							

IT skills			
	Advanced		Basic
Word			
Excel			
Power Point			
Outlook			
Web management			

Notice needed to leave your current job :
How did you learn about the vacancy?

³ Please indicate your level (from C2 to A1) in the corresponding box, according to the Common European Framework of Reference for Languages.

I, the undersigned,..... , hereby declare on my honour that the information provided in this application form is complete, accurate and true.

I likewise give my word of honour that:

- I am a citizen of one of the member countries of the IOC where I enjoy full rights as a citizen;
- I meet the character requirements for the duties entailed in the post.

I undertake to supply, when so requested, supporting proof of the above two points and I understand that failure to do so may result in my application being considered void.

I authorise the IOC to use the data and information contained in my application to conduct the selection process and, to this end, to transmit these to the recruitment agency selected to advise the IOC in the process. I understand that additional information may be requested by the recruitment agency throughout the process.

I authorise the publication of the outcome of the recruitment procedure, including my name and nationality, on the website of the IOC.

I agree to undergo the statutory medical examination to check I am physically fit to perform the duties entailed in the post.

Date and signature

Documents to be presented together with the application form:

- Cover letter
- Photocopy of university degrees
- Documents providing proof of professional experience
- Documents providing proof of language skills
- Photocopy of passport (main page) or national identity document (DNI) in the case of local candidates
- Full CV
- Any other documentation considered relevant by the candidate.