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## Trainee profile

### Support for the Deputy Executive Director (DEA1) Ref.: ST-1/18

The IOC Executive Secretariat is seeking candidates for a nine-month, paid executive secretary traineeship beginning **as of 1 April 2018**. This will be an opportunity for the trainee to work in a multi-cultural, multi-lingual and multi-ethnic environment and to put into practice what they have learned during their studies.

As an intergovernmental commodity organisation and international forum for olive producing nations, the International Olive Council (IOC) carries out numerous activities to contribute to the advancement of olive growing worldwide.

The profile and tasks of the potential trainee are described below:

#### Profile and prerequisites

- **CANDIDATES MUST:**

- Be a citizen of one of the IOC Members
- Have a vocational training diploma in assistant management studies or university Bachelor degree in similar studies.
- Have a vocational training diploma or a secondary school leaving certificate and a two-year diploma in assistant management studies or similar
- Have a good knowledge of English or French as well as of at least one of the other official languages of the Organisation.
- Have excellent computer skills (Microsoft Office Suite: Word, Excel, PowerPoint, Outlook user level; adobe, etc.)
- Be in good health

- **IT WILL BE CONSIDERED AN ASSET:**

- To have a University degree
- To have some work experience
- To have a good knowledge of other IOC official languages, and especially of the language of the headquarters country (Spanish)
- To have experience in accounting and economic or financial matters



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## Tasks

The chief tasks of the trainee, who will be supervised by the Deputy Executive Director (DEA1), will be to:

- Help with preparing and holding meetings
- Help with preparing off-site events
- Help with drawing up and updating lists and databases
- Help with the preparation of accounts, financial dossiers, and payments
- Support the Deputy Executive Director

### Duration of traineeship

Nine months (that may be extended). The scheduled starting date is **1 April 2018**.

### Deadline for applications

28/2/2018 (deadline for the receipt of dossiers by post or e-mail).

A formal cover letter must be submitted together with the completed application form and supporting documents. Reference letters from former employers may be supplied.

### Reference document

Rules governing the official traineeship scheme of the International Olive Council (available on the IOC website).

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