



Trainee profile

Assistance with updating the database

The Executive Secretariat of the International Olive Council (IOC) is looking for a young university graduate for a two-month paid internship beginning in January 2019. This is an opportunity to work in a multi-cultural, multi-lingual and multi-ethnic environment and to put into practice what you've learned during your studies.

As an intergovernmental commodity organisation and international forum for olive producing nations, the IOC carries out numerous activities to contribute to the advancement of world olive growing.

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

Profile and prerequisites:

- **CANDIDATES MUST:**

- Be a citizen of one of the Members of the IOC (Algeria, Argentina, Egypt, Iran Israel, Jordan, Lebanon, Lybia, Morocco, Montenegro, Syria, Tunisia, Turkey, EU, Uruguay);
- Hold a high school diploma or a two-year diploma in studies related to the position;
- Have a thorough knowledge of Spanish and a good knowledge of at least one of the two working languages of the IOC (English or French);
- Have excellent IT skills;
- Be in good health.

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

- To have initial work experience.



Tasks

The main tasks of the trainee will be:

- Update database records
- Monitor the consistency of the database
- Validate computer records
- Classify, verify and register documents

The trainee will report to the Head of the Financial Unit of the IOC.

Duration of the traineeship

Two months with possible extension. The traineeship is expected to begin **January 2019**.

Deadline for applications

3 December 2018 (deadline to receive applications via post or email).

A cover letter and references from previous employers must be submitted together with the completed application form and supporting documents.

Reference documents

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

* * *