



Trainee profile

Secretarial support for the Executive Affairs Department

The IOC Executive Secretariat is seeking a young diploma holder for a four-month, paid executive secretary traineeship **as of 15 April 2015**. 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 the olive producing nations, the International Olive Council (IOC) carries out numerous activities to contribute to the advancement of world olive growing.

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

Profile and prerequisites

- **CANDIDATES MUST:**

- Be a citizen of one of the 17 Members of the IOC (Albania, Algeria, Argentina, Egypt, European Union, Iran, Iraq, Israel, Jordan, Lebanon, Libya, Montenegro, Morocco, Syria, Tunisia, Turkey and Uruguay)
- Have a vocational training diploma or a secondary school leaving certificate and a two-year diploma in secretarial studies or similar. Owing to the nature of this traineeship, secretarial training will be rated more highly than any other type of training.
- Have a perfect command of French, Spanish or English (mother tongue)
- Have a command of at least one other official IOC language (Arabic, English, French, Italian and Spanish)
- Have excellent secretarial computer skills
- Be in good health

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

- To have some initial work experience



Tasks

The chief tasks of the trainee, who will be supervised by the Executive Director's secretaries, will be:

- To compile the documentation relating to the final reports of IOC sessions
- To draw up and update lists (session participants, cocktail reception guests, etc.)
- To file documentation and correspondence
- To update fact cards on the member countries and status of the International Agreement
- To register and file outgoing/incoming mail
- To help with the preparation and holding of IOC sessions and meetings
- To draft correspondence
- To take telephone calls

Duration of traineeship

Four months (non-renewable). The scheduled starting date is **15 April 2015**.

Deadline for applications

18 March 2015 at 23.00 hours (Madrid time) (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)
