



Trainee profile

Website management and digital communication

The IOC Executive Secretariat is seeking a young university graduate for a four-month, paid website management and digital communication 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 promote olive products.

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 university degree (four or five-year degree) in communication, speciality areas: digital media/web management and social networks/institutional communication
- Have a perfect command of Spanish or English
- Have an excellent command of at least one of the three other IOC languages (French, Italian and Arabic)
- Have an excellent command of multimedia computer tools, a good understanding of Internet site management techniques, natural search engine optimisation techniques and strategies and a solid web culture
- Display organisational, summary and writing skills and a flair for PR
- Be in good health

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

- To have some initial work experience (with a PR or digital marketing agency)
- To have a command of other official IOC languages



Tasks

The chief tasks of the trainee, who will report to the Head of the Promotion Unit, will be:

- To assist the Executive Secretariat with the centralisation of the promotion campaign websites
- To contribute to the design of the new website for the promotion campaign in Japan and propose layout ideas
- To show initiative and be proactive

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 document

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

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