Trainee profile

Support for the Administrative Management and Human Resources Unit

Ref. : ST1/2019

The International Olive Council (IOC) is seeking a young university graduate in administration and business management or similar, if possible with previous experience in the sector during their studies, for a four-month traineeship beginning 1 September 2019. This will be an opportunity to work in a multi-cultural, multi-lingual and multi-ethnic environment and to put into practice what you have learned during your studies.

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

Profile and prerequisites

• Be a citizen of one of the Members of the IOC1;
• Have a bachelor’s degree of four years or equivalent in administration and business management, human resources or similar at the time the traineeship begins;
• Have a good knowledge of English or French as well as of at least one of the other official languages of the Organisation;
• Have an excellent knowledge of IT tools (Microsoft Office Suite: Word, Excel, Power point, Outlook, Adobe, etc.)
• Be in good health.

It will be considered an asset:

• To have some work experience;
• To have knowledge of human resources;
• To have knowledge of insurance policies;
• To have a thorough knowledge of Spanish;
• To have knowledge of any of the other official languages (Arabic, Italian).

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1 IOC Members: Albania, Algeria, Argentina, Egypt, European Union, the Islamic Republic of Iran, Israel, Jordan, Lebanon, Libya, Montenegro, Morocco, Palestine, Tunisia, Turkey and Uruguay.
Tasks

The main tasks of the trainee, who will be supervised by the Head of the Administrative Management and Human Resources Unit, will be:

- Support the system for checking staff hours, holidays and absences, and support the implementation of improvements;
- Support the analysis of the IOC’s current insurance policies and support the implementation of improvements;
- Provide general practical support to the Unit.

Duration of traineeship

Four months (may be extended). The scheduled starting date is 1 September 2019.

Deadline for applications

15 July 2019 (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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