



## 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 IOC<sup>1</sup>;
- 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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<sup>1</sup> 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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