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## Trainee profile

### Support for the Standardisation and Research Unit

Ref.: ST2/2019

The IOC Executive Secretariat is seeking a young university graduate for a four-month, paid Executive Secretariat traineeship beginning **1 September 2019**. 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 olive producing nations, the International Olive Council (IOC) carries out numerous activities to contribute to the advancement of olive growing worldwide.

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

#### Profile and prerequisites

- **CANDIDATES MUST:**

- Be a citizen of one of the IOC Members<sup>1</sup>;
- Have bachelor's degree in the area of food science/technology or food chemistry;
- Have at least basic knowledge of olive oil chemistry, organoleptic assessment and regulation;
- Have a very good knowledge of Microsoft Office and other software for office use (it is advantageous to have good skills for online polls, and website management);
- Have at least a basic knowledge of statistical analysis and laboratory proficiency;
- Have a good knowledge of English or French as well as of at least one of the other official languages of the Organisation;
- Be in good health.

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

- To have some work experience;
- To have or to be enrolled in postgraduate university studies (master's or PhD programme);
- To have strong motivation to work in a multi-cultural and multi-lingual environment;
- To have strong organisational skills, in addition to being punctual.

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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 Standardisation and Research Unit, will be:

- To revise the format and style of IOC methods, to improve and harmonise the general style;
- To track changes in IOC methods over the years to be included in the new website;
- To update the list of experts and create a comprehensive database of contacts and laboratories;
- To help revising and managing the information received by the laboratories that are recognized by the IOC;
- To give general practical support as required by 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 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).

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