



Trainee profile

Support for the Deputy Executive Director (DEA1)

Ref.: ST-3/19

The IOC Executive Secretariat is seeking a young university graduate (if possible, someone who has acquired some initial experience during their course of study) for a three-month paid traineeship beginning **as of 1 October 2019** (that may be extended). 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
- Have a university bachelor's degree.
- Have a good knowledge of English or French as well as of at least one of the other official languages of the Organisation.
- Have excellent computer skills (Microsoft Office Suite: Word, Excel, PowerPoint, Outlook user level; adobe, etc.)
- Be in good health

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

- To have some work experience.
- To have additional studies.
- To have a good knowledge of other IOC official languages, and especially of the language of the headquarters country (Spanish)
- To have experience in international relations, economic, financial matters or other technical fields related to the Organization's activities.



Tasks

The chief tasks of the trainee, who will be supervised by the Deputy Executive Director (DEA1), will be to:

- Support to IOC operational activities (olive oil chemistry, olive oil technology , economy and promotion)
- Help with preparing and holding meetings.
- Help with organizing off-site events by preparing notes, reports, presentations, etc.
- Help with drawing up and updating lists and databases
- Help with the preparation of accounts, financial dossiers, payments and administrative work.
- Support to the Deputy Executive Director.

Duration of traineeship

Three months (that may be extended). The scheduled starting date is **1 October 2019**.

Deadline for applications

06/09/2019 (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).