



Trainee profile Translation Department (English translation)

The IOC Executive Secretariat is seeking a graduate in translation studies or in another subject plus post-graduate qualifications in translation for a three -month paid traineeship beginning **in September 2018**, with the possibility of extension. 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 world olive growing.

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
 - Hold a university degree in translation or in another subject plus post-graduate qualifications in translation.
 - Have English as a mother-tongue, with a thorough command of English grammar, style and usage.
 - Have thorough knowledge of French and Spanish.
 - Be in good health
- **IT WILL BE CONSIDERED AN ASSET:**
 - Initial work experience
 - Knowledge of other official IOC languages (Arabic and/or Italian)

Tasks

The chief tasks of the trainee, who will be supervised by the Head of the Translation Department, will be to:

- Translate a range of general, administrative, economic, scientific, technical and other texts into English, ensuring that translations are equivalent in meaning and style to the original texts;
- Edit the style and grammar of texts written by non-native speakers;
- Proof read;
- Assist the Head of Department with the management of outsourced translation services;
- Assist with the development of the translation memory software dictionaries.



INTERNATIONAL
OLIVE
COUNCIL

CONSEJO
OLEICOLA
INTERNACIONAL

CONSEIL
OLEICOLE
INTERNATIONAL

CONSIGLIO
OLEICOLO
INTERNAZIONALE

المجلس
الدولي
للزيتون

Duration of traineeship

Three months with the possibility of extension. The scheduled starting date is **1 September 2018**.

Deadline for applications

5 July 2018 at 00:00 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 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).
