



Trainee profile

Support for the Observatory and IT Systems Department

Ref. : ST1/20

The International Olive Council (IOC) is seeking a young university graduate in any field with knowledge of website management, for a three-month (renewable) paid internship beginning preferably on **16 February 2020**. 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 Member Countries of the IOC¹;
- Have a bachelor's degree of four years or equivalent in any field.
- Have a good knowledge of English or French as well as of at least one of the other official languages of the Organisation²;
- Have a knowledge of IT tools, Microsoft Office and website management.
- Be in good health.

It will be considered an asset:

- To have some work experience;
- To have knowledge of creative design;
- To have knowledge of web-editing;
- To have knowledge of any of the other official languages (Arabic, Spanish, Italian).

¹ The list of IOC Members may be consulted at <http://www.internationaloliveoil.org/estaticos/view/103-list-of-ioc-members>

² The official languages of the International Olive Council are Arabic, English, French, Italian and Spanish.



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Tasks

The main tasks of the trainee, who will be supervised by the Head of the Observatory and IT Systems Department, will be:

- To help manage quality content on the website, blog and social media channels of the IOC.
- To provide general practical support to the Head of Department especially in relation to updating texts in different languages on the IOC website
- To help develop the World Observatory platform.
- To perform any other task necessary for the Department.

Duration of traineeship

Three months (may be extended). The preferred scheduled starting date is **16 February 2020**.

Deadline for applications

20 January 2020 (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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