



Trainee profile

Assistance with the treasury of IOC

Ref. : ST2/20

The International Olive Council (IOC) is seeking a young university graduate in business management or similar (if possible, someone who has acquired some initial experience in the treasury during their studies) 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 the tasks of the potential trainee are described below:

Profile and prerequisites

THE CANDIDATES MUST:

- Be a citizen of one of the Member Countries of the IOC¹;
- Hold a four-year degree or equivalent qualifications in business administration, with a specialisation in the field of accounting or similar;
- Have a good knowledge of banking regulation;
- Have a good knowledge of Excel;
- Have a good knowledge of English or French as well as at least one of the other official languages of the Organisation²;
- Be in good health.

IT WILL BE CONSIDERED AN ASSET

- To have some initial work experience;
- To have a thorough knowledge of Spanish;
- Show initiative and be proactive.
- Knowledge of ERPs and/or programming languages.

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 report to the Head of the Financial Unit, will be:

- To collaborate in the management of the IOC treasury;
- To collaborate in the close of the 2019 financial year.

The trainee will report to the Head of the Financial Management Unit.

Duration of the traineeship

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

Deadline for applications

20 January 2020 (deadline for the receipt of dossiers by post or email).

A 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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