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## Trainee profile

### Support for the executive secretariat

**Ref: ST4/20**

The Executive Secretariat of the International Olive Council (IOC) is seeking a young graduate for a four-month, paid executive secretary traineeship as of **September 2020**. 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 the olive producing nations, the 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 17 Members of the IOC<sup>1</sup>;
- Have a vocational training diploma or a secondary school leaving certificate and a two-year diploma in secretarial studies or similar. Owing to the nature of this traineeship, secretarial training will be rated more highly than any other type of training;
- Have a strong command of French or English;
- Have a strong command of at least one other official language of the IOC (Arabic, English, French, Italian and Spanish);
- Have excellent secretarial computer skills;
- Be in good health.

#### IT WILL BE CONSIDERED AN ASSET:

- To have a thorough knowledge of Spanish;
- To have some initial work experience.

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<sup>1</sup> The list of IOC member countries can be found at <http://www.internationaloliveoil.org/estaticos/view/103-list-of-ioc-members>



## Tasks

The main tasks of the trainee, under the supervision of the Executive Director's secretaries, will be:

- To compile and update lists (of session participants, event participants, etc.);
- To publish documents through the IOC platform;
- To write meeting minutes;
- To file documentation and correspondence;
- To update fact cards on the member countries and status of the International Agreement;
- To register and file outgoing/incoming mail;
- To help with the preparation and holding of IOC sessions and meetings;
- To draft correspondence;
- To take telephone calls.

## Duration of traineeship

Four months. The scheduled starting date is **September 2020**.

## Deadline for applications

**15 July 2020** at 23.00 (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

The rules governing the official traineeship scheme of the International Olive Council can be found on the IOC website.

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