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Trainee profile

Support for the Legal Department

Ref: ST 6/20

The Executive Secretariat of the International Olive Council (IOC) is seeking a young graduate for a four-month, paid legal practitioner as of **March 2021**. 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 IOC¹;
- Have a Degree in Law and a Master in Law;
- 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 an advanced level of Spanish;
- Have excellent computer skills (Microsoft Office tools: Word, Excel, PowerPoint, Outlook, Adobe, etc.);
- Be in good health.

IT WILL BE CONSIDERED AN ASSET:

- To have some initial work experience.
- To have a Master in International Law or European Law

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



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Tasks

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

- To monitor template agreements.
- To file agreements and contracts.
- To monitor and organize general rules and regulations.
- To collaborate in the legal oversight of all rules and regulations
- To monitor IOC interests in court cases.
- To collaborate in the legal supervision of the procurement proceedings.
- To help with the preparation and holding of IOC sessions and meetings;
- To draft correspondence;

Duration of traineeship

Four months. The scheduled starting date is **March 2021**.

Deadline for applications

10 January 2021 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.
