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## Trainee profile

### Support for the Observatory and IT Systems Department

Ref. : ST 1/21

The International Olive Council (IOC) is seeking a young university graduate in any field with knowledge of website management, for a two months renewable paid internship beginning preferably on **16 October 2021**. 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 Members of the IOC<sup>1</sup>;
- 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 Organisation<sup>2</sup>;
- Have a knowledge of IT tool, 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 designer and of webediting;
- To have knowledge of any of the other official languages (Arabic, Spanish, Italian).

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

<sup>2</sup> 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 Deputy Executive Director and the Head of the Observatory and IT Systems Department, will be:

- To help the management of 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 the texts in different languages of the IOC website
- To help in the developing of the World Observatory platform.
- To perform any other task necessary for the Department.

## Duration of traineeship

Two months (may be extended). The scheduled starting date is **16 October 2021** (preferably).

## Deadline for applications

**9 October 2021** (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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