



## Trainee profile

### Support for the Observatory and IT Systems Department

Ref. : ST2/2022

The International Olive Council (IOC) is offering a paid traineeship for a young university graduate in any field with knowledge of website management, for a period of four months (renewable), from 1 or 16 March 2022. 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 outlined 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 relevant work experience;
- To have advanced computer and IT skills;
- To have knowledge of creative designer;
- To have knowledge of web editing;
- To have knowledge of any of the other official languages (Arabic, Spanish, Italian).

<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 IOC are Arabic, English, French, Italian and Spanish.

## **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 on the IOC website
- To help develop the World Observatory platform.
- IT support
- To perform any other task necessary for the Department.

## **Duration of traineeship**

Four months (may be extended). The expected start date is 1 or 16 March 2022.

## **Deadline for applications**

17 February 2022 (deadline for the receipt of dossiers by post or email).

A cover letter must be submitted alongside the completed application form and supporting documents.

## **Reference document**

Rules governing the official traineeship scheme of the IOC (available on the IOC website).

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