



Trainee profile

Support for the Administrative Management and Human Resources Unit

Ref. :ST 3/22

The International Olive Council (IOC) is seeking a young university graduate in any field with knowledge of administrative management, for a four months renewable paid internship beginning preferably on 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 described below:

Profile and prerequisites

The candidate must:

- Be a citizen of one of the Member Countries of the IOC¹;
- Have a bachelor's degree of four years or equivalent in administration and business management, human resources or similar at the time the traineeship begins;
- Have a good knowledge of English or French as well as of at least one of the other official languages of the Organisation²;
- Have an excellent knowledge of IT tools (Microsoft Office Suite: Word, Excel, PowerPoint, Outlook, Adobe, etc.)
- Be in good health.

It will be considered an asset:

- To have some work experience;
- To have knowledge of human resources;
- To have knowledge of insurance policies;
- To have a thorough knowledge of Spanish;
- To have knowledge of any of the other official languages (Arabic, Italian).

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 be supervised by the Head of the Administrative Management and Human Resources Unit, will be:

- Support the system for checking staff hours, holidays and absences, and support improvement efforts;
- Assist in completing and updating the unit's databases
- Prepare draft correspondence
- Provide support to the Unit team

Duration of traineeship

Three months (may be extended). The scheduled starting date is Mars 2022 (preferably).

Deadline for applications

17 February 2022 (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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