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## Trainee profile

### Support for studies of internal procedures

Ref. :ST 5/22

The International Olive Council (IOC) is offering a paid traineeship for a young university graduate in law to start preferably in May 2022 for a period of three months (renewable). 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

The candidate must:

- Be a citizen of one of the Member Countries of the IOC<sup>1</sup>;
- Have a university education of four years or equivalent in law or similar at the time the traineeship begins;
- Have a good knowledge of English or French as well as at least one of the other languages of the Organisation<sup>2</sup>;
- Have a good 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 international organisations;
- To have a thorough knowledge of Spanish;
- To have knowledge of any of the other official languages (Arabic, 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 IOC are Arabic, English, French, Italian and Spanish.



## Tasks

The main tasks of the trainee, who will be supervised by the Executive Director, will be:

- To carry out preliminary reports to study possible changes to the organisation's internal procedures, especially the Procedure of the Joint Committee (internal dispute settlement body for officials);
- To give general support.

## Duration of traineeship

Three months (may be extended). The expected start date of the course is May 2022.

## Deadline for applications

18 April 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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