



## Trainee profile

### Support to the Financial Unit

Ref.: ST9/22

The Executive Secretariat of the International Olive Council (IOC) is seeking a young graduate with a bachelor's degree in business administration and management or similar for a renewable, paid traineeship during the last months of the year, beginning preferably on **16 November 2022**. This will be an opportunity to work in a multi-cultural, multi-lingual and multi-ethnic environment and to put in practice what they have learned during their studies.

The profile and the tasks of the potential trainee are described below:

#### Profile and prerequisites

#### THE CANDIDATES MUST:

- Be a citizen of one of the Member Countries of the IOC<sup>1</sup>;
- Hold a four-year degree or equivalent qualifications in business administration and management or similar;
- Have had some initial work experience;
- Have good knowledge of project management, budget monitoring, financial accounting and finance;
- Have a good knowledge of ERP and business management software;
- Have a good knowledge of Microsoft Office;
- Have a good knowledge of Spanish and at least one of the other official languages of the Organisation<sup>2</sup>;
- Be in good health.

#### IT WILL BE CONSIDERED AN ASSET

- Show initiative and be proactive;
- Knowledge of ERP software Sage X3.

<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.



INTERNATIONAL  
OLIVE  
COUNCIL

CONSEJO  
OLEICOLA  
INTERNACIONAL

CONSEIL  
OLEICOLE  
INTERNATIONAL

CONSIGLIO  
OLEICOLO  
INTERNAZIONALE

المجلس  
الدولي  
للزيتون

## Tasks

The main tasks of the trainee, who will report to the Head of the Financial Management Unit, will be:

- To collaborate on the management of the implementation project of the ERP SageX3;
- To collaborate on the management of the IOC treasury;
- To collaborate on the close of the 2022 financial year;
- To collaborate on budget monitoring tasks.

## Duration of the traineeship

Last months of the year 2022 (may be extended one year). The scheduled starting date is **16 November 2022**.

## Deadline for applications

**1 November 2022** (deadline for dossiers to arrive by post or email).

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

## Reference document

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