



Trainee profile

Support for the Translation

Department

Ref.: ST10/22

The Executive Secretariat of the International Olive Council (IOC) is seeking a recent graduate with a bachelor's degree in translation for a six-month, renewable, paid traineeship, beginning preferably on **15 February 2023**. This will be an opportunity for graduates 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 outlined below:

Profile and prerequisites

THE CANDIDATES MUST:

- Be a citizen of one of the Member Countries of the IOC¹
- Hold a four-year degree or equivalent qualifications in translation
- Have English as mother tongue, or as dominant language with an in-depth knowledge of English grammar, style and usage
- Have an excellent knowledge of French
- Be in good health

THE FOLLOWING WILL BE CONSIDERED AN ASSET

- Initial work experience
- Good knowledge of Spanish
- Initiative and proactive character

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



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Tasks

The main tasks of the trainee, who will report to the Head of the Translation and Communication Department, will be:

- Translation of a range of general, administrative, economic, scientific, technical and other texts into English, ensuring that translations are equivalent in meaning and style to the original texts
- Stylistic and grammatical editing of texts written by non-native speakers
- Proofreading
- Drafting

Duration of the traineeship

Six months. The scheduled starting date is **15 February 2023**.

Deadline for applications

31 December 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).