



Trainee profile

Support for the Financial Unit

Ref.: ST 12/22

The International Olive Council (IOC) is seeking a graduate with a university degree in Business Administration and Management or similar for a paid internship until the end of 2022 (this internship may be extended up to one year subject to budget availability) preferably starting on 16 December 2022. This internship will give the selected candidate the opportunity to work in a multicultural, multilingual and multi-ethnic environment.

The profile and the 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 IOC¹;
- Hold a four-year bachelor's degree or equivalent in business administration and management or similar;
- Have a good knowledge of Microsoft Office;
- Have a good knowledge of Spanish and at least one other official language of the Organisation²;
- Be in good health.

It will be considered an asset:

- To show initiative and be proactive;
- To have a good knowledge of ERP and business management software;
- To have a good knowledge of project management, budget monitoring, financial accounting and finance;
- To have some initial work experience.

¹ The list of IOC Members can be found here <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.



Tasks

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

- To collaborate in the management of the implementation project of the ERP Sage X3;
- To collaborate in the management of the IOC treasury;
- To collaborate in the close of the 2022 financial year;
- To collaborate in budget monitoring tasks.

Duration of the traineeship

Final weeks of 2022 (this internship may be extended up to one year subject to budgetary availability). The scheduled starting date is **16 December 2022**.

Deadline for applications

9 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).