



---

## Trainee profile

### Support for the Administrative Management and Human Resources Unit

Ref.: ST 11/22

The International Olive Council (IOC) is looking for a young university graduate with knowledge of administrative management, for a paid internship until the end of 2022 (this internship may be extended up to one year subject to budgetary availability), preferably starting on 16 December 2022. The traineeship will provide the successful candidate with the opportunity to work in a multicultural, multilingual and multi-ethnic environment and to put into practice the knowledge acquired during his/her 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 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 and at least one other official language of the Organisation<sup>2</sup>;
- 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).

---

<sup>1</sup> The list of IOC Members can be found here: <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 Head of the Administrative Management and Human Resources Unit, will be:

- To support the system for checking staff hours, holidays and absences, and support improvement efforts
- To assist in completing and updating the unit's databases
- To prepare draft correspondence
- To support the Unit team

## Duration of 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 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 IOC (available on the IOC website).

\* \* \*