



## Trainee profile

### Support for the Financial Unit

Ref.: ST 2/23

The International Olive Council (IOC) is seeking a graduate with a university degree in Business Administration and Management or similar for a paid internship of 6 months duration (this internship may be extended subject to budget availability) preferably starting on 15/04/2023. 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 IOC<sup>1</sup>;
- 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 Organisation<sup>2</sup>;
- 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.

<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 report to the Head of the Financial Unit, will be:

- To collaborate in the management of the implementation project of the ERP SageX3;
- 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

6 months duration (this internship may be extended up to one year subject to budgetary availability). The scheduled starting date is 15/04/2023

## Deadline for applications

15/03/2023 (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).