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## Trainee profile

### Support for the Legal Department

Ref: ST 4/23

The Executive Secretariat of the International Olive Council (IOC) is offering a paid traineeship for a young graduate in law to start preferably in May 2023 for a period of six months (renewable). This will be an opportunity for the trainee to work in a multi-cultural, multi-lingual and multi-ethnic environment and to put into practice what they have learned during their studies.

As an intergovernmental commodity organisation and international forum for olive producing countries, the IOC carries out numerous activities to contribute to the advancement of world olive growing.

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

#### Profile and prerequisites

#### CANDIDATES MUST:

- Be a citizen of one of the Members of the IOC<sup>1</sup>;
- Have a degree in law;
- Have a good command of French or English;
- Have a good command of at least one other official language of the IOC (Arabic, English, French, Italian and Spanish);
- Have an advanced level of Spanish;
- Have excellent computer skills (Microsoft Office tools: Word, Excel, PowerPoint, Outlook, Adobe, etc.);
- Be in good health.

#### IT WILL BE CONSIDERED AN ASSET:

- To have some initial work experience;
- To have a master's in international law or European law.

<sup>1</sup> The list of IOC member countries can be found at <http://www.internationaloliveoil.org/estaticos/view/103-list-of-ioc-members>



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## Tasks

The main tasks of the trainee, under the supervision of the Legal Department, will be:

- To monitor template agreements;
- To file agreements and contracts;
- To monitor and organize general rules and regulations;
- To collaborate on the legal oversight of all rules and regulations;
- To monitor IOC interests in court cases;
- To collaborate in the legal supervision of the procurement proceedings;
- To help with the preparation and holding of IOC sessions and meetings;
- To draft correspondence.

## Duration of traineeship

Six months (renewable). The scheduled start date is **16 May 2023**.

## Deadline for applications

**1st May** at midnight (Madrid time) (deadline for the receipt of dossiers by post or email).

A formal cover letter must be submitted together with the completed application form and supporting documents. Reference letters from former employers may be included.

## Reference document

The rules governing the official traineeship scheme of the IOC can be found on the IOC website.

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