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## Trainee profile

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

Ref.: ST 1/24

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 July 2024 (this internship may be extended up to one year subject to budgetary availability), preferably starting on 1 May 2024. 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).

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<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.



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## 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

3 months. This internship may be extended up to one year subject to budgetary availability. The scheduled starting date is 1 May 2024.

## Deadline for applications

19 April 2024, 23:59 Madrid time (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).

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