



INTERNATIONAL  
OLIVE  
COUNCIL

CONSEJO  
OLEICOLA  
INTERNACIONAL

CONSEIL  
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INTERNATIONAL

CONSIGLIO  
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INTERNAZIONALE

المجلس  
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## Traineeship Profile

### Support for the Standardisation and Research Unit

Ref.: ST1/ 25

The International Olive Council (IOC) is offering a **six-month paid internship** (with the possibility of extension), starting **1 April 2025**, for a recent university graduate. This traineeship provides an opportunity to work in a **multicultural, multilingual, and multiethnic** environment and apply knowledge acquired during academic studies.

#### Profile and Requirements:

- Be a national of an [IOC member country](#).
- Hold a university degree (minimum three years).
- Proficiency in English or French (minimum level B2) and at least one other official language of the Organisation<sup>1</sup>.
- Excellent command of IT tools (Microsoft Office Suite at user level: Word, Excel, Power point, Outlook; Adobe, etc.).
- Enthusiastic, responsible and able to work effectively in a team.
- Be in good health.

#### Assets:

- Knowledge in the field of olive oil.
- Knowledge in the field of standardisation.
- Proficiency in other IOC official languages, especially Spanish.
- Preferably under 30 years old.

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<sup>1</sup> The official languages of the International Olive Council are Arabic, English, French, Italian and Spanish.



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## Tasks

Under the supervision of the **Head of the Standardisation and Research Unit**, the trainee will:

- Provide logistical support for expert meetings, training courses, and events (invitations, document printing, travel arrangements).
- Assist in activities related to sensory and physico-chemical training, meetings, reference materials, and proficiency testing.
- Help prepare, label, and organise shipments of samples.
- Support the Mario Solinas Quality Award, including sample preparation, document verification, and award ceremony logistics.
- Assist in updating databases and revising the IOC website section related to the Unit.
- Provide general administrative and practical support as needed.

## Internship Duration

Six months (with a possibility of extension). The expected start date is **1 April 2025**.

## Application Deadline

**5 March 2025 (midnight, Madrid time)**: deadline for submission of applications via email.

Candidates must submit the application form (attached) along with the following mandatory documents:

- CV
- Diplomas
- Proof of experience
- Language certificates
- Motivation letter

Please note that incomplete applications will not be considered.

## Reference document

Provisions regarding the official internship programme of the International Olive Council (attached document).

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