

Trainee Profile

Support for the Head of External Relations and the Executive Director's Office

Ref.: ST 2/2026

The International Olive Council (IOC) is offering a **five-months paid traineeship** (with the possibility of extension), starting **16 March 2026**, 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 four years) in International Relations or other similar studies at the time the traineeship begins;
- Proficiency in English or French (minimum level B2);
- Excellent command of IT tools (Microsoft Office Suite at user level: Word, Excel, PowerPoint, Outlook, Adobe, etc.);
Be highly proficient in computer skills relevant to secretarial and administrative tasks.;
- Enthusiastic, responsible and able to work effectively in a team;
- Be in good health.

Assets

- Previous work experience;
- Knowledge of international organisations;
- Knowledge of public policy/administration
- Proficiency in other IOC official languages¹, particularly Spanish.

Tasks

Under the supervision of the **Head of External Relations** and the **Assistant to the Executive Director** and contributing to the activities of the Executive Director's office, the trainee will:

- Consolidate and update participant lists (e.g. sessions of the Council of Members, the Advisory Committee, Executive Secretariat meetings, etc.)
- Publish documents on the IOC platform;
- Draft meeting minutes;
- File documentation and correspondence;
- Update fact sheets on member countries and the status of the [International Agreement on Olive Oil and Table Olives, 2015](#);
- Register and file outgoing/incoming mail;
- Assist in the preparation and development of IOC sessions and meetings;
- Draft correspondence;
- Attend telephone calls.

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



Traineeship Duration

Five months (with the possibility of extension). The expected start date is **16 March 2026**.

Application Deadline

20 February 2026 (midnight, Madrid time): deadline for submission of applications by email.

Candidates must submit the application form along with the following mandatory documents and send by email to the following address iooc@internationaloliveoil.org:

- CV
- Diplomas and academic transcript
- Proof of experience (if applicable)
- Language certificates
- Motivation letter
- Reference letters (if applicable)

Please note that incomplete applications will not be considered.

Reference Document

Provisions regarding the official traineeship programme of the IOC are available on the Organisation's website.

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