



# Traineeship Profile

## Support for the Deputy Executive Director 1 (DED1)

Ref.: ST4/26

The International Olive Council (IOC) is offering a **4-month paid internship** (with the possibility of extension), starting **1 September 2026**, for a recent university graduate to support the **Deputy Executive Director for operational affairs**. 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 in agricultural engineering or economics (minimum four years).
- Proficiency in English or French (at least B2 level) and at least one other official language of the Organisation<sup>1</sup>.
- Knowledge of data analysis tools (e.g. R, Python, SAS, Stata, Power BI, Tableau, among others).
- Proficiency in presentation software: PowerPoint, Canva, etc.
- Good reporting skills
- Enthusiastic, responsible and able to work effectively in a team.
- Be in good health.

### Assets:

- Strong drafting skills.
- Previous work experience.
- Proficiency in other official languages of the IOC.
- Ideally under 30 years of age.

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





## Tasks

Under the supervision of the **Deputy Executive Director for operational affairs**, the trainee will:

- Collaborate in the preparation of reports, specific-specific studies and presentations related to the olive sector.
- Assist in monitoring the activities of operational units.
- Support the compilation and updating of lists and databases.
- Assist with the preparation and organisation of meetings and events.
- Support the preparation of accounts, financial dossiers and payment processing.
- Provide general administrative and practical support as required.

## Internship Duration

Four months (with the possibility of extension). The expected start date is **1 September 2026**.

## Application Deadline

**5 July** at 23:59 (midnight, Madrid time): deadline for submission of applications via email.

Candidates must submit the application form 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

The provisions governing the IOC's official traineeship programme and the corresponding application form can be found in the same section as this vacancy announcement.

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