



## Trainee profile

### Support for the Olive Growing, Olive Oil Technology and Environment Unit

Ref: ST 3/23

The Executive Secretariat of the International Olive Council (IOC) is offering a paid traineeship for a young graduate in agronomy or with a master's degree in olive growing and olive oil technology. The traineeship is for six months (renewable) and will start preferably in April 2023. 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 Member countries of the IOC<sup>1</sup>;
- Have a degree in agronomy or similar;
- Have an advanced level of English or French;
- Have a good command of at least one other official language of the IOC (Arabic, English, French, Italian and Spanish);
- Have excellent computer skills (Microsoft Office tools: Word, Excel, PowerPoint, Outlook, Adobe, etc.);
- Have basic knowledge of accounting principles; and
- Be in good health.

##### IT WILL BE CONSIDERED AN ASSET:

- To have some initial work experience; and
- To have specialisation or a master's degree in olive growing and olive oil technology.

---

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



INTERNATIONAL  
OLIVE  
COUNCIL

CONSEJO  
OLEICOLA  
INTERNACIONAL

CONSEIL  
OLEICOLE  
INTERNATIONAL

CONSIGLIO  
OLEICOLO  
INTERNAZIONALE

المجلس  
الدولي  
للزيتون

---

## Work and tasks

- Provide administrative and accounting support for technical activities
- Monitor and organise activities
- Draft texts and articles for press release
- Update the list of 'resource' institutions, itemised by specialist field and country
- Help with the preparation and holding of IOC sessions and meetings
- Draft correspondence.

## Duration of traineeship

Six months (renewable). The scheduled start date is 1 April 2023.

## Deadline for applications

**15 March 2023** at 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 letters from former employers may also be included.

## Reference document

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

\*\*\*\*