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## Trainee profile

### Support for the Promotion & Economic Affairs Unit Ref: ST 02/24

The Executive Secretariat of the International Olive Council (IOC) is offering a paid traineeship for a young university graduate. The preferred start date is **September 2024** and the duration is a period of three or four months, depending on the start date (renewable). This is a unique 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 throughout 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 university degree, preferably in marketing or business administration;
- Have good command of English or French;
- Have good command of at least one other of the IOC's 5 official languages (Arabic, English, French, Italian and Spanish);
- Have excellent computer skills (Microsoft Office tools: Word, Excel, PowerPoint, Outlook, Adobe, etc.);
- Be in good health.

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

- Having some initial work experience;
- Having a Master degree in Marketing studies or equivalent;
- Having an advanced level of Spanish;
- Having good communication skills.

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



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## Tasks

Under the supervision of the Head of the Promotion and Economic Affairs Unit, the main tasks of the trainee will be to provide support to the Promotion and Economic Affairs Departments, in particular on the following issues:

- To collaborate in the follow-up of grants awarded to member countries;
- To collaborate in the follow-up of the promotion campaigns;
- To collaborate in the organisation of the World Olive Day;
- To collaborate in the preparation, organisation and celebration of meetings;
- To collaborate in budget monitoring tasks;
- To collaborate in the drafting of correspondence and reports.
- Give support, when necessary, in other tasks

## Duration of traineeship

Three or four months depending on the start date (renewable). The programmed start date is **September 2024**.

## Deadline for applications

**19 August 2024 at 00.00 (Madrid time)** (deadline for the reception of applications and relevant documentation by email).

A formal cover letter must be submitted, together with the completed application form and supporting documents. Reference letters from former employers may be included.

## Reference document

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

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